

**STANDARD OPERATING GUIDELINES**

**DELTA-CARDIFF  
VOLUNTEER  
FIRE COMPANY**

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S.O.G. A57-06      Revision: 0

SUBJECT: Administrative Officer Requirements

DIVISION: Administrative

INITIAL DATE: 1994

EFFECTIVE DATE: 1994

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PURPOSE: To clearly define minimum prerequisites for administrative officers and provide administrative services for the company as outlined in the By-Laws of the Delta-Cardiff Vol. Fire Company.

APPLICABLE TO: All Members

AUTHORITY: DCVFC Board of Directors

**I. PRESIDENTIAL PREREQUISITES:**

1. All nominees must be a member in good standing
2. Shall be an active member for (5) five years
3. Shall be capable of being bonded
4. Shall have held an administrative, fire line or EMS office prior to nomination.

**II. VICE-PRESIDENT PREREQUISITES:**

1. All nominees must be a member in good standing.
2. Shall be an active member for (3) three years
3. Shall be capable of being bonded.
4. Shall have held an administrative, fire line, or EMS office prior to nomination.

**III. SECRETARY PREREQUISITES**

1. All nominees shall be a member in good standing.
2. All nominees shall be a member for two (2) years.
3. Shall be capable of being bonded

IV. ASSISTANT SECRETARY

1. All nominees shall be a member in good standing.
2. All nominees shall be a member for (2) two years.
3. All nominees shall be capable of being bonded.

V. TREASURE

1. All nominees shall be a member in good standing
2. All nominees shall be a member for (2) two years.
3. All nominees shall be capable of being bonded.

VI. BOARD OF DIRECTORS

1. All nominees shall be a member in good standing.
2. All nominees shall be a member for five (5) years.

VII. CHAPLAIN

1. The President shall appoint the Chaplain.
2. The Chaplain shall be a member in good standing.

Approved: \_\_\_\_\_

Title: \_\_\_\_\_