

Northwest Wexford Emergency Authority

Roles and Responsibilities

Board Members:

- Set the vision for the authority
- Responsible for the Authority's overall financial health and quality of service
- Approve all contracts and expenditures for the Authority
- Establish the meeting agenda, cadence, and meeting time/date/locations
- Develop short-term and long-term goals, objectives, policies, and priorities of the Authority
- Community liaison – you represent the board in public; always clarify when stating your opinion
- Responsible for providing updates on the Authority to your Township Board
- Recognize when we may not have all the information to make a decision and when we may need to call in an expert
- **Note:** the NWEA has a 5-person board; a quorum = 3 board members.

Treasurer:

- Report Financial Status at the board meetings, including bank account balances
- Provide a list of bills to be paid to the board for approval
- Pay the bills based on board approval in a timely manner
- Maintain income and payment transactions in Board approved format which meets the uniform accounting requirements of the state treasurer
- Establish a uniform chart of accounts and reports and provide annual financial reports and audits in accordance with the uniform budgeting and accounting act, Act No. 2 of the Public Acts of 1968, being sections 141.421 to 141.440a of the Michigan Compiled Laws.
- Budget – create template, define timing, track progress/assignments for preparing the budget; assist with expenditure review and/or budget administration; ensure board approval of budget
- Manage audits of the Authority as agreed to by the Board and required by any laws
- Manage payroll either direct or through a service
- Invests township funds in approved investment vehicles
- Skills:
 - Experience managing the financials of business and/or municipalities (preferred)
 - Experience managing Payroll
 - Proficient in: Outlook, MS Word, Quick Books, and Excel (including data entry, formulas, links, and pivot tables)
 - Able to create Budget Templates in MS Excel, drive budget details such as assumptions, status, etc. to help drive the Board to an approved budget in a timely manner
 - Detail oriented and very organized
 - Able to seek the appropriate sources of knowledge (State, CPA, etc.) when the Board has questions or needs advice
 - Professional demeanor
 - Comfortable presenting financial information to a Board of 5 and audience members
 - Gain familiarity with and enforce sound financial principals with regard to our financials, i.e., personnel allowed on bank account, two signature requirements, etc.

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Secretary:

- Record and edit the minutes of meetings and distribute to appropriate officials or staff members
- Issue public notification of all official activities or meetings
- Prepare ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed
- Maintain standard template for meeting minutes, agendas, letterhead, etc.
- Maintain the legal documents for the Authority. These may be produced directly, provided by the Treasurer*, or another board member.
 - Minutes
 - Articles of Incorporation
 - Bi-Laws
 - Resolutions
 - Contracts
 - Bank Statements*
 - Quick Books Database Backups*
 - Employment Records*:
 - Applications for Employment
 - Background Checks
 - Workman's Compensation Records
 - Payroll Files
 - Any other related documents
 - Account Information including numbers, accounts, logins, and passwords
 - Government Accounts: EIN, SAMs, etc.
 - NWEA Social Media Accounts: Email, Website, etc.
 - Bank Accounts
 - Utility Accounts
 - Insurance Accounts
 - And any other account related to the Authority
 - Note: these will be stored electronically on the Secretary's computer, posted to the Web Site for public communication, and required hard-copies will be stored in the files at Hanover Township's Hall.
- Report Correspondences* to the Board as required for information and response
- Website and Technical Management:
 - Maintain the website, email, and other online accounts on behalf of the Authority Board
 - Monitor township email
 - Scan in the agenda and post to the website along with the meeting minutes
 - Responsible for renewing the domain/software and educating the Board on options
- Skills – Minutes and Records:
 - Able to take minutes in a face-paced meeting
 - Proficient in: Outlook, MS Word
 - Detail oriented and very organized
 - Solid writing skills in terms of grammar, stating facts vs. opinion, etc.

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- Comfortable with electronics – projectors, connecting to a TV, etc.
- Professional demeanor
- Comfortable presenting financial information to a Board of 5 and audience members
- Skills – Website and Email:
 - Comfortable utilizing Go Daddy software to update/maintain the website, renewing product purchases, etc.
 - Educate and help Board members set up and troubleshoot email as required

5th Board Member – At Large:

- The vision for this board member was to have someone with EMS and/or Fire background to:
 - Assist the board with understanding the more complex aspects of these services
 - Identify, document, and share pros/cons of various alternatives
 - Interface with not only the agencies in scope (Buckley Fire, Mesick Rescue Squad, and Springville Fire), but also other agencies in and around our area for advice, best practices, potential staffing opportunities, collaboration, etc.
 - Represent the Authority in larger community meetings with other agencies
- The desired characteristics include someone who is:
 - Natural collaborator who can bring people together to work toward a common vision
 - Able to maintain a professional demeanor even in the face of adversity/conflict
 - Represent the Authority in a positive manner within the community
 - Passionate about doing the right thing for our tax payers and the Authority
 - Connected within the community to help draw on other's expertise, advice, and skills
 - Educate the board as required so they fully understand the facts, pros/cons of the various alternatives, and any legal requirements that may impact the decision
 - Able to work with the board to understand what information they need to make an education decision about the proposals being considered
 - Able to present complex information to the board in a concise manner – both verbally and written so the board can make informed decisions
 - Proficient in: Outlook, MS Word (knowledge of/willing to learn Excel is a plus)
 - Prior experience working on a municipal board is a plus (County, Township, etc.)
- The board realizes we may not find all of the above qualities in a single person, but this would be the ideal candidate

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Proposed Position – Agency Administrator:

- The vision for this position was to have someone who could focus on the Authority Start-Up activities. We are starting a new organization from the ground up and this requires a significant amount of planning and documentation. This would be a temporary position to assist the Authority in its early stages but is not planned to be a permanent position.
- Some responsibilities would include:
 - Maintain a list of tasks required to be completed and target due dates
 - Assist the board with agenda creation including decisions/motions that may be required to hit target dates
 - Recommend additional committees as required
 - Coordinate with the Chairperson(s) of the various committees
 - Coordinate with the lawyers as required for lease agreements, questions from the board, etc.
 - Single point of contact for questions about the Authority – some may need to be referred to the board, but this is who people would contact first
 - Formalize documentation as required to assist the board (particularly if the 5th Board Member or other representatives do not have the skills/time)
 - Communication Plan – maintain the communication plan as agreed to by the board; assist the board with getting approved communications out to Facebook, Newspapers, and/or the Authority Website (the Secretary can update the Website)
- Skills required:
 - Communication, planning, and attention to detail are essential for this position
 - Positive attitude, strong desire to serve, and a passion for doing the right thing
 - Proficient in: Outlook, MS Word, Excel
 - Ideally, this person would have the same skillsets at the 5th Board Member

Summary:

- All above positions serve at the pleasure of the board – they are not elected positions
- While we may not find someone with “all” desired qualifications, our board needs enough people in key positions with these skills to support each other as we mature together!