



## *Fire Inspectors Association of Nova Scotia*

PO Box 8566 / Halifax, Nova Scotia / B3K 5M3

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### **Local activity procedural policy**

#### **1.0 POLICY STATEMENT**

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to ensuring that members are able to be fully engaged not only at the provincial level through activity on the Board and/or its Committees but also at the regional level through participation in local events and/or meetings.

#### **2.0 PURPOSE OF THE POLICY**

- 2.1 To ensure that all FIANS members are well and equally served by the association at the regional level.
- 2.2 To ensure that FIANS members have an opportunity to participate at the regional level;
- 2.3 To employ best practices with regard to regional level participation of a provincial association. Within FIANS, this means the process of developing and following a standard way of ensuring local representatives and members can be involved in the association; and
- 2.4 To limit the risk to the association with respect to activities and/or events. This is further extrapolated in section 3.5 of this policy.

#### **3.0 PROCEDURE**

- 3.1 There are five recognized locals within the province. These are:  
Island  
Highland  
Central  
South Shore and,  
Valley.

Boundaries for these locals are determined by geography and defined in the bylaws.

It should be noted that while locals are able to meet and engage in a limited scope of activity, they are not independent entities from FIANS and must, at all times, be aware that the local and its members represent FIANS in all they undertake.

- 3.2 Members within the local must elect a representative to serve as a liaison to the Board of Directors of FIANS every two years. Any individual elected as a representative must be a member in good standing of the association.

There is no limit to the number of 2 year terms that an individual may retain this position. It should be noted that if the representative appointment is extended after four years, the Board President shall randomly contact members in the local to confirm this appointment.

***“Dedicated to saving lives and property through the prevention of fires”***

This is done in an effort to ensure that everyone wishing to participate has the opportunity to do so. If there is a conflict, the President shall formally ask the local members for another recommendation.

All Board representatives must be ratified by the members in the local. The Board shall ensure that representatives are eligible to serve and shall endorse his/her appointment upon recommendation of the local.

- 3.3 The appointed local representative shall call no less than three (3) meetings per year. If a meeting occurs, attendance at these meetings must be recorded by the Local Representative and must be submitted to the Secretary of the association for official record.
- 3.4 Local activity must be limited to meetings and/or training sessions.
- 3.5 If a local wishes to engage in unsanctioned activity under the banner of FIANS, it must first seek the approval of the Board. Such a request must be made in writing 90 days in advance of the event in question. The Board reserves the right to deny any and all such requests after having completed a risk analysis and conferred with the association's insurance agents.

These measures are undertaken to limit the risk to the association. In no way does this interfere with members of the local being able to socialize once FIANS business is complete.

- 3.6 Local Representatives may submit claims for reasonable expenses to help offset their meeting costs. This would cap out at \$40 per meeting to a maximum of 3 meetings per year. Receipts need to be submitted for reimbursement.
- 3.7 Locals shall not be allowed to maintain bank accounts.
- 3.8 The Local Representative is responsible for providing the Board with an oral activity report at each Board meeting if required.
- 3.9 The Local Representative is responsible for providing the general membership with a written activity report at the Annual General Meeting and the fall general meeting of the association.
- 3.10 If a Local is having difficulty with any or all of the above mentioned roles and responsibilities, the Board of Directors of FIANS reserves the right to step in and offer solutions for the matters of concern.

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