

Roles and Expectations for Steering Committee Members of the Firewise Council of Southwest Colorado

As a member of Steering Committee for the Firewise Council of Southwest Colorado, you, along with the other members of the council, have the responsibility for determining the direction of the Firewise Council and ensuring that the mission is being carried out.

FireWise Mission: The FireWise Council of Southwest Colorado strives to keep lives, homes, and property from being damaged by wildfire. We provide education, planning and mitigation support to spark wildfire preparedness in the hearts of our neighbors!

Steering Committee members are responsible for:

- Approving any new policies or policy changes;
- Organizational planning;
- Approving an annual budget and reviewing revenues and expenses bi-monthly;
- Approving a yearly work plan;
- Forming ad-hoc committees as needed;
- Monitoring the website to ensure information is accurate and current; and
- Succession planning for Steering Committee.

Additional responsibilities of the Chairperson include:

- Running the Steering Committee meetings;
- Serving as a point of contact for the organization; and
- Ensuring that meeting notices and minutes are taken and distributed.

All Steering Committee Members are expected to:

- Understand and Support the mission of the Council;
- Know and follow the guidelines and operating procedures of the Council;
- Advocate for Firewise activities and programs, share our materials and promote our message;
- Attend bi-monthly meetings and find an alternate when unable to attend;
- Notify the Chairperson if unable to attend a Steering Committee meeting;
- Be active in the Fire Council and serve on Committees as necessary;
- Be responsive to requests for input from other members of the Steering Committee or Council;
- Review and sign a code of ethics; and
- Annually review and sign the conflict of interest policy.

Please see the Council Guidelines and Operating Procedures for further details, particularly Section 4. Requirements and Terms of Steering Committee Membership and Section 5. Leadership, Voting and Quorum.