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AFDSNY Targeted Regional Training

Regions 3 & 4

When: Saturday, March 30, 2019

8am - 12pm

Doors open at 7:30 (coffee & Danish)

Session at 8am
Lunch is included

Where: Belgium Cold Springs Fire Department

7920 River Road

Baldwinsville NY 13027

Cost: Registration \$25 per person

Online Registration: www.AFDSNY.org

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Association of Fire Districts of the State of New York PO Box 496 Selkirk NY 12158

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Association of Fire Districts of the State of New York

Targeted Regional Training: "Getting the Job Done"

Learn the legal and practical responsibilities of a Secretary in a Fire District today and the importance of communication between the secretary and commissioners.

 Secretaries - If you're a new Secretary or looking for a refresher course, we have something for you. We will be covering a wide range of topics including:

General Secretary Duties: meetings

(including the annual organizational meeting), minutes, agenda, and executive session.

Legal Issues: Open meeting law, records retention, FOIL requests, and legal notices.

Other subjects: whether to post or publish (or both)?, annual and special elections, etc.

♦ Commissioners - Communication between the Fire District Secretary and Commissioners is vital in todays Fire District. As an elected official you should be aware and well educated on the legal and practical responsibilities of your District Secretary. Get a better understanding of what they need from you to "Get the Job Done"

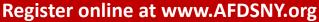
This is an interactive class, attendee participation is encouraged.

Anyone wishing to submit a question in advance can email it to
jpetkus@afdsny.org

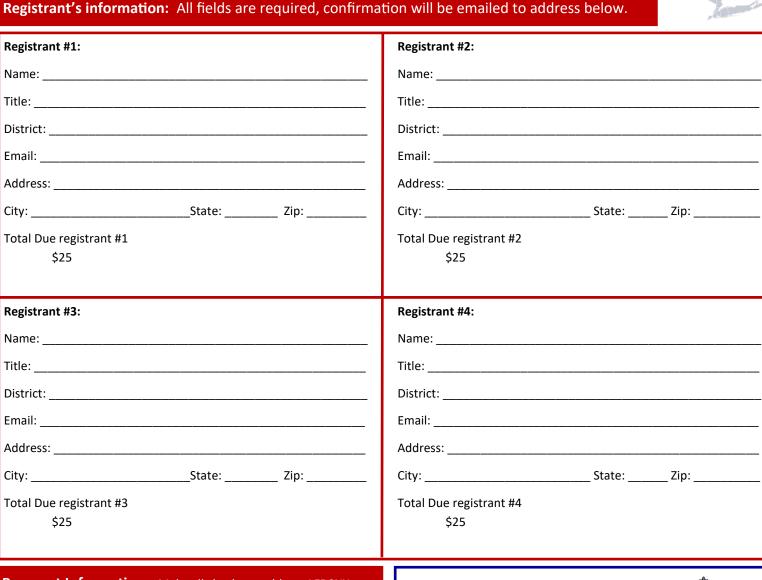


Targeted Regional Training Region 3 & 4

"Getting the Job Done"







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For questions or further information about **Targeted Regional Training**

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