



Board Secretary Job Description

The Board Secretary is a crucial role within Lake Wenatchee Fire & Rescue. The Board Secretary is a public official appointed by the Board of Fire Commissioners under RCW 52.14.080 and is required to take an oath of office. This position serves as the primary administrative support to the Board of Fire Commissioners and plays a key role in ensuring the accuracy, transparency, and compliance of district governance activities. The position reports to the Fire Chief and is responsible for preparing, recording, and maintaining official records of all board meetings, including agendas, minutes, and resolutions, in accordance with Washington State law RCW Title 52, Title 42, Title 39, Title 34, and others, as well as district policies. The Secretary ensures timely public notice of meetings, assists in the coordination of special meetings and public hearings, and safeguards the integrity of district records for public access and archival purposes.

Key duties include but are not limited to:

- Attending Board of Commissioners meetings.
- Recording and transcribing meeting minutes with accuracy and detail.
- Preparing agendas, packets, and correspondence for the Board.
- Maintaining and filing official records, policies, and resolutions in compliance with state retention laws.
- Coordinating legal notices, postings, financial reports, and communications related to board actions.
- Serving as a liaison between commissioners, staff, and the public regarding governance matters.
- Serving as the secretary to the local Board of Volunteer Firefighters.
- Supporting transparency, accountability, and effective communication within the district.
- Preparing, approving and signing vouchers.
- Receiving special meeting notice waivers.
- Managing annual financial reports and assisting in compliance with audit requirements.

- Serving as confidential secretary to the Board of Fire Commissioners.
- Understanding and complying with all ethics laws and rules.
- Performing other duties as assigned by the Board of Fire Commissioners.
- Dealing with correspondence of special interest to the Board consideration.
- Signing and sealing official Board documents.
- Assisting in the preparation of the Agenda.
- Maintaining a calendar of the Board's unfinished business.
- Calling to the attention of the Board legal requirements in those matters for which the District is responsible.
- Drafting policy motions at the request of any Board member.
- Ensuring that agenda items are delivered to each Board member in a timely manner prior to each meeting.
- Attending all Board meetings or designate an alternative.
- Making all physical arrangements for Board meetings.
- Declaring a Board meeting cancelled for lack of a quorum.
- Maintaining official records of policies of the Board.
- Performing other duties as requested by the Board of Fire Commissioners or the Fire Chief.

The Board Secretary must demonstrate professionalism, discretion, organizational skills, and knowledge of public meeting requirements under the Open Public Meetings Act and Public Records Act. The Board Secretary will be familiar with fire service operations and local government processes.



Lake Wenatchee Fire & Rescue

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Office hours will be determined by the Fire Chief and Board of Fire Commissioners Chair and will vary on needs. Compensation is defined by the approved pay matrix under the Board of Fire Commissioners Secretary position.