Alfalfa Fire District - Board of Directors Vacancy Announcement

POSITION: Volunteer Board Member (1 vacancy available)
ORGANIZATION: Alfalfa Fire District
LOCATION: Alfalfa, Oregon
COMPENSATION: Volunteer (Uncompensated Appointment)

POSITION OVERVIEW

The Alfalfa Fire District is seeking a civic-minded community member to fill immediate vacancy on its five-member Board of Directors. The Board oversees district policy, fiscal administration, and strategic direction to enhance community safety through fire response, emergency medical services, and fire prevention. Appointed individual will have the opportunity to step into critical leadership roles to ensure the district operates with the highest standards of accountability.

KEY RESPONSIBILITIES

- Formulate and oversee district policies, annual budgets, and fiscal administration.
- Attend and actively participate in the monthly Board of Directors meetings held on the second Wednesday of each month at 6:00 p.m. (attendance may be in person or virtual).
- Review financial statements, meeting minutes, and regulatory reports to ensure complete operational compliance.
- Serve in officer roles taking responsibility for accurate record-keeping, public notices, or financial oversight.
- Engage constructively with community residents, district staff, and external regulatory bodies.

REQUIRED QUALIFICATIONS

- Legal Elector: Must be a registered voter residing within the boundaries of the Alfalfa Fire District.
- Availability: Fully able to commit to the monthly meeting schedule (second Wednesday at 6:00 p.m.) and occasional special meetings or workshops as needed.
- Professional Experience: Possess a background or practical experience in accounting, bookkeeping, financial auditing, records management, or Information Technology (IT) skills.
- Commitment to Accountability: Strong willingness to learn, uphold, and strictly adhere to State of Oregon laws governing Special Districts, specifically focusing on government ethics, public transparency, and sound financial management.

RECOMMENDED & PREFERRED QUALIFICATIONS

- Public Integrity: A strong understanding of, or a commitment to training in, Oregon Public Meetings Law and Public Records Law to foster community trust.
- Collaborative Governance: Excellent communication skills and a proven ability to work constructively within a team or public governing body.
- Independent Oversight: Free of conflicting personal or financial interests, ensuring an objective approach to district oversight and independent decision-making.

HOW TO APPLY

Interested residents should submit a Board Member Application or a letter of interest detailing their qualifications to:

Board of Directors, Alfalfa Fire District
In-Person or Mail: 25889 Alfalfa Market Road, Bend, Oregon 97701
Email: info@afdist.org

Applications will be reviewed by the current board, and interviews or appointments will take place at an upcoming public meeting.