

<b>Campbell County Fire Department Policy</b>		
Cadet Program	Committee Procedures	<i>800.11</i>

**I. PURPOSE:**

This policy defines the standing committees in the Campbell County Fire Department Cadet Program.

**II. SCOPE:**

This policy applies to Cadets participating in the CCFD Cadet Program

**III. POLICY**

1. The Cadet Program will have a standing Membership Committee and other committees as needed.
2. The Cadet Membership Committee will consist of at least five members chosen during officer elections.
3. Duties of the Cadet Membership Committee include the following:
  - 3.1. Evaluate all new applicants.
  - 3.2. Conduct first and second readings for candidates.
  - 3.3. Review attendance of general membership annually at the August Cadet Business Meeting.
  - 3.4. Advise the Cadet Coordinator and Cadet Chief of all members' status.
  - 3.5. Conduct meetings as needed.
  - 3.6. Appoint a Cadet Membership Committee Secretary.
4. Temporary committees will be assigned as needed.
5. Temporary committees must fulfill their assigned tasks by the pre by majority vote scribed deadline.
6. Temporary committees must elect a chairperson and secretary by majority vote.
7. The chairperson will be responsible for the organization and supervision of all committees and meetings. The chairperson will report to the general membership as needed during business meetings.

Initial Approval: July 2009 Revision Date:	Page 1 of 2	Sam Saunders, Chairman  ORIGINAL SIGNED
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8. The secretary of all committees will be responsible for taking minutes and will provide copies of all minutes to the Cadet Secretary.
9. Chairpersons of committees must obtain approval for all expenditures from the Cadet Chief, general membership, and Cadet Coordinator.