

# NEW JERSEY STATE FIREMEN'S ASSOCIATION

## FIELD EXAMINATION - SECRETARY EXAMINATION WORKSHEET

ASSOCIATION NAME \_\_\_\_\_ NO. \_\_\_\_\_ COUNTY \_\_\_\_\_

SUBSIDY ASSOCIATION: YES NO Y/E LOSS: YES NO

1. Was discussion/review of prior Field Examination Report held before review? YES NO
2. Are minutes contained in a bound book or loose-leaf notebook, or binder? YES NO
3. Are the Representatives the only ones making motions? YES NO
4. Are Names and Line Numbers of new members shown? YES NO
5. Are Names and Line Numbers of removed members shown? YES NO
6. Are all expenses being approved by motions with names and amounts listed? YES NO  
(Exception is relief motion which may list application number in place of recipient name)
7. Are proper elections with nominations/motions being held and the results listed?
  - December - April Election of Convention Delegates/Alternates YES NO
  - December Election of Officers for the coming year YES NO
  - December Election of Trustees (or Fire Company letter naming) YES NO
8. Is a letter from each Fire Company attached naming Company Representatives? YES NO
9. Is the Treasurer's balance entered in the minutes and copy of report attached? YES NO
10. Have the contents of the Abridged Report been mentioned/reported to members? YES NO
11. Has the Association held at least five meetings and roll calls included/attached? YES NO

For those that may not be clear on the issue of Delegates and/or Life Members Expense, the amount that is set for your County is a maximum amount allowable. Paying Delegates and/or Life Members is not mandatory; Local Relief Associations may approve lessor amounts.

RECOMMENDATIONS:

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Examination made by: \_\_\_\_\_ DATE: \_\_\_\_\_

Examination made by: \_\_\_\_\_ DATE: \_\_\_\_\_