

NEW JERSEY STATE FIREFIGHTER'S ASSOCIATION

FIELD EXAMINATION - SECRETARY EXAMINATION WORKSHEET

ASSOCIATION NAME _____ NO. _____ COUNTY _____

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|-----|---|-----|----|
| 1. | Was discussion/review of prior Field Examination Report held before review? | YES | NO |
| 2. | Are minutes contained in a bound book 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?
(Exception is relief motion which will list application number in place of recipient name) | YES | NO |
| 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 |

RECOMMENDATIONS:

Examination made by: _____ DATE: _____

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