

Job Description

O. A. E. M. S.

County Representative

JOB REQUIREMENTS:

Any individual who is a regular member of O.A.E.M.S. who is willing to work with the District Director as a primary contact person within a designated county.

TERM OF OFFICE:

Each County Representative shall be re-appointed each year at the annual conference. The District Director shall make sure that each Representative is willing to continue to hold their post. The County Representatives serves at the pleasure of the District Director. The District Director may at any time replace a County Representative.

RESPONSIBILITIES:

County representatives shall collect information on all the departments or associations within their county. This information should include:

1. The name, phone number and e-mail address of a contact person.
2. The address of the department or association.
3. The correct name of the department or association.

The County Representative shall contact, either in person or by phone, each department or association a monthly basis. These contacts should be an exchange of information. This could be about:

1. OAEMS
2. News or information about EMS in the state.
3. Information about legislation in the state.
4. Information about upcoming conferences.
5. Information from the department about upcoming events.
6. Information the department would like published in the magazine.
7. Any EMS related topic the Representative or department / association feels important.

Communicate with the District Director as frequently as needed. Be sure to pass on any information. The District Director will be your source of information as needed. Attend as many conferences as possible.

Expectations:

To provide a link between the personnel in the area you live and work in and OAEMS. We expect you to represent OAEMS to those you contact.