**INAFSM Board of Directors Job Description**

**FLOODPLAIN CHAIR**

**Duties as Stated in By-Laws:** “The Floodplain Chair shall perform all duties properly required by the Chair and listed in the Floodplain Chair job description.”

**Responsibilities:**

* Attend all board meetings.
* Maintain knowledge of the organization and personal commitment to its goals and objectives.
* Lead Floodplain Management Committee and establish groups or sub-committees as needed to carry out Board and Committee goals.
  + Such as: Reviewing current floodplain regulations and their effects on floodplain management, assisting in the update of State and Federal floodplain codes; Developing or assisting the State to develop/update the State's Model Floodplain Ordinance so that the final product is more user-friendly; Developing educational material, reports or working documents to help communities and others with Federal and State requirements regarding FEMA map revisions/amendments, as well as procedures for requesting floodplain information; Facilitating the exchange of information and education of members and interested others regarding flood insurance program requirements, study criteria, map production and other technical floodplain management issues; Reviewing current floodplain mapping of the State and identifying areas of concerns and issues; Developing programs for helping communities with their CRS Applications; Establishing and maintaining a Statewide database and library of literature related to floodplain management; Assisting in the establishment of a framework for development of flood proofing/retrofitting initiatives suitable for use at the local level of Government; Working with Indiana Department of Homeland Security (IDHS) and IDNR in the development of State Flood Mitigation and Adaptive Strategies;.
* Present completed Floodplain Management Committee and group or sub-committee projects to Board for final approval prior to posting on the INAFSM website.
* Conduct Floodplain Management Committee annual planning meeting.
* Serve on the Conference Committee Agenda Group to help solicit presenters and topics for annual conference.
* Prepares and submits written report to Board members prior to each Board meeting.
* Carry out special assignments as requested by the board chair.
* Participate as a vital part of the board leadership.
* Keeps job description and all Floodplain Management Committee Chair position documents up to date
* Provide newsletter content as needed.
* Review and update the Floodplain Management Committee web pages.
* Provide copies of committee and work group meeting minutes or summaries to the Executive Office.
* Oversee the $1,000 budget granted by the Board for planning, room reservations, etc., for trainings and workshops. (to be reimbursed form fees collected at the training)