



Operational Guidelines

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| <b>Operational Guidelines</b> | O.G. # 0.01.01        | Page 1 of 1           |
|                               | Eff: October 10, 2014 | Initial of Pres<br>DC |

**Purpose:** To provide for the efficient operation of the British Columbia Fire Training Officers Association (BCFTOA), in conformance with the Constitution of the Association, as well as, all applicable requirements of the Society and other Federal and Provincial regulations.

**Scope:** The BCFTOA membership.

**Policy** The BCFTOA will produce Operational Guidelines for the guidance of members with the required operations.

**Procedure:**

All elements of the Operational Guidelines, as adopted by the BCFTOA, including all forms and documents either reference or encompassed within, become part of the BCFTOA Operational Guidelines.

Members of the BCFTOA shall obtain Operational Guidelines on the member's only access applications of the BCFTOA Website. Members of the BCFTOA shall have 30 days for review and make comments directly back to the President regarding any concerns of the OG.

There shall be an annual review of all Operational Guidelines.

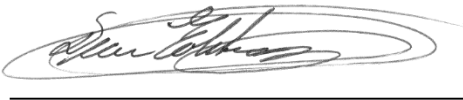
Final drafts of Operational Guidelines will be reviewed by the Executive.

Once adopted, the President will sign and date the bottom of the first page of the Operational Guideline and also initial the top of each page.

A PDF version of the signed Operational Guideline will be posted to the members' only section of the Association Website.

The signed original will be filed by the Secretary or Association Administrative Assistant.

**Reference:**

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| <br>Signature of President<br>Signed: October 26, 2014 | This OG replaces<br><br>Issued: NA |
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