



Operational Guideline

Preparation of Operational Guidelines	O.G. # 0.01.03	Page 1 of 1
	Eff: October 10, 2014	Initial of Pres DC

Purpose: To establish procedures for the development, review and revision of Operational Guidelines for the British Columbia Fire Training Officers Association (BCFTOA).

Scope: The BCFTOA membership.

Policy: All BCFTOA Executive members will be committed to the production and use of all Operational Guidelines.

Procedure:

The establishment of policies shall be the responsibility of the Executive, except that participation may be sought from members in the development of those guidelines concerning procedures and methods of an operational manner.

It is the responsibility of the President and Secretary to review and edit new and proposed guidelines to ensure they do not conflict with the provisions included in the Constitution, working agreements, the Society Act or other applicable regulations.

Upon implementation, Operational Guidelines will be thoroughly explained to the Executive and staff.

The Executive shall be responsible for communicating established guidelines to all members through the zone representatives.

Format:

The appropriate standard format and type font will be approved by the Executive. This standard format shall be used when composing the final draft of a given Operational Guideline. All numbering shall be consistent with the existing guidelines.

Distribution:

The Administrative Assistant shall be responsible for the filing of all Operational Guidelines and shall maintain the master hard copy, as well as produce an electronic copy for the website at all times.

After approval by the President, the Administrative Assistant will send new Operational Guidelines to all members via an eBlast and post the Operational Guideline to the members only section of the website.

Preparation Procedure:

New Operational Guidelines and revisions to existing Operational Guidelines will be reviewed by the Executive during the monthly conference call.

Copies of new and revised Operational Guidelines will be included with the meeting agenda package.

Once approved the OG will be placed into the system using the correct numbering sequence.

Annually, during the Executive Face to Face meeting all Operational Guidelines will be reviewed for accuracy with the current day to day operations of the Association.

Removal of an Operational Guideline will require an eBlast to all members with a justification from the President. The eBlast will be completed by the Administrative Assistant.

Changes to an Operational Guideline will require an eBlast to all members with the changes highlighted. The eBlast will be completed by the Administrative Assistant.

At the Annual General Meeting, all Operational Guidelines shall be present in order to have the Executive reference them if required.

Reference:

0.01.01Operational Guidelines

0.01.02 Operational Guideline Numbering System

 Signature of President Signed: October 26, 2014	This OG replaces Issued: NA
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