



Operational Guideline

President's Roles and Responsibilities	O.G. # 1.01.01	Page 1 of 2
	Eff: October 10, 2014	Initial of Pres DC

Purpose: To provide a description of the roles and responsibilities of the President of the Association.

Scope: The BCFTOA membership.

Policy: Each Executive Member shall have a complete description of their roles and responsibilities as it relates to the title of the position and where applicable the Association's constitution.

Procedure: The President's Roles and Responsibilities:

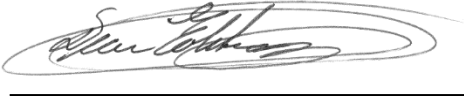
The President of the Association is the Chief Executive Officer of the Association and is responsible the overall conduct and business and shall supervise other Directors, Staff, Representatives in the execution of the their duties and include the following:

- Shall represent the Association in all matters and shall delegate responsibility where appropriate to operate the Association as required.
- Must promote training ideas and training initiatives for all members as it relates to the Association.
- Shall appoint committees and the chair for these committee as required by the constitution or Association business.
- Shall prepare for and chair the annual general meeting.
- Shall attend the zone meetings of the BCFTOA for the zone they live or serve in.
- Shall attend other zone meetings as requested.
- Shall ensure that all minutes and financial statements are completed within a reasonable time for the Directors and membership review.
- Ensure that communications is a priority with the Fire Service Organizations including the Office of the Fire Commissioner, The Fire Chief Association of BC, The Fire Prevention Officers of BC, The BC Volunteer Fire Fighters, the International Association of Fire Fighters, the First Nations Emergency Service and other applicable fire service organizations.
- Ensure communications with all Training Providers is consistent.
- Attend meetings as requested by the Fire Service Organizations, Training Providers and other organizations request as it relates to the business of the Association or delegate another Director to representative the Association.

BC Fire Training Officers Association
Operational Guideline

President's Roles and Responsibilities	O.G. # 2.01	Page 2 of 2
	Eff: October 10, 2014	Initial of Pres DC

- Supervision of staff shall include a staff annual review and all other Human Resource related requirements
- Chairs Monthly Conference Calls
- Chairs Executive Face to Face meetings
- Confirms that agendas and reports are completed for all meetings
- Must ensure that the Society requirements are completed in conjunction with the Secretary/Director of the Association
- Must approve the Annual and Conference Budget with the Finance/Director of the Association
- Must participate in the Education Committee and the 1st Vice President/Director
- Shall strengthen the membership with the 2nd Vice President/Director
- Establish and ensure all communication and direction for the Association is maintained at the highest level for the Directors, Staff and Membership

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