



**Policy # 13:
Job Description- Sectional Manager**

Original Policy Date	March 2018
Revision Policy Date	May 2018

General Duty Statement

The purpose of this policy and procedure is to provide a framework of general duties for the appointed position of Sectional Manager for the ARFF Working Group. Nothing in this job description restricts the ARFF Working Group Board of Directors (BOD) the right to assign or reassign duties to this job at any time.

Policy- Functional Duties

The mission statement of the ARFF Working Group is as follows:

The AIRCRAFT RESCUE & FIRE FIGHTING WORKING GROUP (ARFFWG) exists primarily for the benefit of fire protection personnel who work at, or near airports, and for those who can reasonably be expected to become involved with some type of aviation - related emergency. The ARFFWG will provide a vehicle for all those concerned with aviation fire safety, efficient access to information concerning training, facilities, operational procedures, investigative information, and other areas as needed. Through membership, no member is pledged to any course of action.

As a Section Manager for the ARFF Working Group, you will be expected to follow these guidelines:

1. To promote membership in the ARFFWG by visiting and corresponding with firefighters at airports and firehouses in your section, as well as discussions with your State/Country/Provincial Coordinators on promoting new membership.
2. To be an attentive ear to the membership in your section and to advise them of the services provided by the ARFFWG, which can assist them in their day-to-day operations. To gather information from our members as to what is going on in the ARFF industry. To pass this information on to the next level of management via email. This will help keep our Managers and Board of Directors advised as to the pulse of our industry from our members in their locations.
To post articles in the ARFF Newsletter written by you and by members of your Section. All Articles must be submitted by the 5th day of every odd month. The newsletter is published 6 times a year. Articles are to be submitted to the Editorial News Team for review before being sent on to the NFPA publisher of our newsletter. Articles should be submitted through the portal on the website if at all possible. The publisher would be Performance Publishing



3. To pass along information you have learned that is not covered in the ARFF Newsletter, Web Page or Conferences to the members of your Section. This will help you gather news and news stories from our members.
4. Section managers are to review all information pertaining to their section on the ARFFWG Web Page located at www.arffwg.org any additions, deletions and updates should be made to ARFF Working Group Headquarters via email to: info@arffwg.org. Read and proof your sections and input areas of the web page often to ensure accuracy. Corrections and input is appreciated and welcome. It is easier for our organization to show an international style if we all help from around the world with input, flavor and style from your location. In addition, check links in your area of the web pages and report any discrepancies to info@arffwg.org.
5. To conduct a seminar in your section, preferably a seminar for the education and advancement of ARFF personnel or at a minimum, a conference to discuss your section business. This will help get you and your section together face to face. We have made a lot of things happen over the years by just getting together and talking with each other.
6. To set up State/Country/Provincial coordinators to assist you in the day-to-day operation of your section for your members. Consult with your Director as to their duties.
7. The following information is required of all new Section Managers and State/Country/Provincial Coordinators upon acceptance of their Position. This information is to be sent to ARFFWG Headquarters at info@arffwg.org

A digital photograph

1. Your name and address
2. Your work title
3. Telephone and fax numbers
4. Your email address
5. Your Bio

This information will be placed in both the ARFFWG Newsletter and the ARFFWG Web Page, be sure that it is correct and to the proper place you want to be contacted at.

Chain of Command as follows:

Board of Directors
Executive Board of Directors
Section Manager
State/Country/Provincial