



## Policy # 14:

### Job Description- State/Country/Provincial

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 State/Country/Provincial Coordinator for the ARFF Working Group. Nothing in this job description restricts the ARFF Working Group Board of Directors the right to assign or reassign duties to this job at any time.

#### **Policy Functional Duties**

##### **The mission statement of the ARFF Working Groups 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 resource 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 State/Country/Provincial Coordinator for the ARFF Working Group, you will be expected to follow these guidelines.**

1. To promote membership in the ARFFWG by making contact with firefighters at airports and firehouses in your State/Country/Provincial, as well as discussing with the Section Manager and Section Director ideas on promoting new membership.
2. To be a resource for your State/Country/Provincial in advising members of the services that are offered by the ARFFWG, which may assist them in their day to day operations. To be a resource point for members to relate the things that are happening in their departments or organizations that may be a benefit for members throughout our organization. To be a State/Country/Provincial focal point for members to contact via email.
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 State/Country/Provincial. This will help you gather news and news stories from and for our members.
4. To be a resource for State/Country/Provincial organization whose goals or mission statements follow along with those of the ARFFWG (i.e., State Fire Chief's, State Fire Marshals etc.).



5. To coordinate with the Section Manager any State/Country/Provincial educational/training seminars within your area. This may include items for the education and advancement of ARFF personnel, or business meetings to discuss concerns within the state that affect the aviation firefighting industry.

**Chain of Command as follows:**

Section Manager

Section Director

Board of Directors

Executive Board of Directors