



Policy # 12:

Job Description- Sectional Directors

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 Director 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 Director for the ARFF Working Group, you will be expected to follow these guidelines:

1. As a member of the ARFFWG Board of Directors (BOD), be informed about the ARFFWG mission, services, policies, and programs. The Board of Directors shall serve as the governing policy body regarding the affairs of the ARFFWG. Makes serious commitment to participate actively in BOD work. Volunteers for and willingly accepts assignments and completes them thoroughly and on time. Gets to know other BOD members and builds a collegial working relationship that contributes to consensus. Be willing to participate in periodic board member self-evaluations and annual board evaluations, and be open to constructive criticism on performance as a board member. Participate as an active participant in the BOD's annual meeting and planning efforts.
2. Serving as a trusted advisor to the Chairperson as s/he develops and implements the ARFFWG strategic plan. Reviewing outcomes and metrics created by ARFFWG for evaluating its impact,



and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings. Approving ARFFWG annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities. Partnering with the Chairperson and other board members to ensure that board resolutions are carried out. Assisting the Chairperson and board in identifying and recruiting other Board Members.

3. Be willing and have the ability to devote the time required to be an effective board member. Stay informed about board matters, including serving on one or more committees, preparing for board and committee meetings through advance review of meeting materials. Attend at least seventy-five (75) percent of all board and committee meetings, in person, by phone, or web base tele-conference. Board meetings will be held monthly and committee meetings will be held in coordination with full board meetings. Directors are expected to attend ARFFWG Annual Conference, and are encouraged to attend the annual ARFFWG Leadership Conference.
4. Assist other Board of Directors as needed with managing the ARFFWG day-to-day business and duties. Adhere to policies and procedures, including maintaining the confidentiality of information and conflict of interest disclosure procedures. Be willing to consider new ideas and changes in historic practices, consistent with the mission, principles, and values. Be committed to understanding the needs and diversity of the communities served by the ARFFWG facilities and programs. Keep up-to-date on developments in the ARFFWG, section, and members.
5. Directors will serve a two-year term and shall not serve more than three consecutive terms except through appointment to fill a vacancy to the next election, as defined in the ARFFWG Bylaws. Each Director shall also be responsible for maintaining Section Managers and State Coordinators in good standing. Vacancies occurring between annual meetings where possible shall be filled by the Chairperson. During long term absence of a Section Director, Sectional Manager will assume the role of Section Director until the Chairperson makes an appointment.
6. Review all information pertaining to their section on the ARFFWG web page for any additions, and deletion. Read and proof your section and input areas of the web page often and all updates should be made through the ARFFWG Headquarters. All corrections and inputs are welcomed and appreciated; it is easier for our organization to show an international flair if we all help from around the world with input, flavor, and style from your area of the world.
7. To promote membership in the ARFFWG by making contact with firefighters, airport managers, or anyone involved in the aviation industry through seminars, conferences, or visiting fire departments and/or airports in your section, as well as discussion with your Sectional Managers, Country and Provincial, and State Coordinator on promoting new membership.
8. To be an attentive ear to the membership in your section and to advise them of the services provided by the ARFFWG to assisting them in their day-to-day operations. To be a voice and gather information from sectional members as to what is going on in the ARFF industry, then passing this information on to the next level of management. This will help keep our Board of Directors,



Sectional Managers, Country and Provincial ,and State Coordinators advised as to the pulse of our industry from our members in their locations.

9. To be a resource for section organizations whose goals or mission statements follow along with those of the ARFFWG (i.e. State Fire Chiefs, State Fire Marshals, Airport Managers, or other non-profit organizations that represent the aviation industry). Represent the ARFFWG within these organizations to ensure the objectives of the ARFFWG are represented within the local arena, as well as promote the ARFFWG to these organizations.
10. Conduct tele-conference calls with Section Managers and State/Country/Provincial Coordinators on at least a quarterly basis. Conference calls should be focused on the operations of the ARFFWG and discuss any information each area that the ARFFWG can assist.
11. Solicit and post articles in the ARFF News Magazine from members in your section, including department profiles and other information of interest to ARFFWG readership. Write at least one article annually for submission in ARFF News Magazine. All articles must be submitted by the 5th day of every odd month. ARFF News magazine is published 6 times a year. Articles are to be submitted through the ARFFWG website.
12. Assist with planning, coordinating, and staffing for conference and sectional events. Directors are expected to perform various duties at any conference or sectional event, so it is vital for at least a couple of Directors to attend each event. Events in the Director's section should be attended by that Director, if possible. Every attempt should be made to have travel costs supported by the Director's organization to minimize the impact on the ARFFWG. Solicit members to nominate person(s) and/or departments for awards and recognition during ARFFWG annual conference, and have them submitted by the cutoff date prior to the conference.
13. The following information is required of all new Section Directors upon acceptance of their Position. This information is to be sent to ARFFWG Headquarters at info@arffwg.org.
 1. Bio
 2. A digital photograph
 3. Your name and address
 4. Your work title
 5. Office and Cellular Telephone and fax numbers
 6. Your email address

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.