

SFFMA Certification Board Member Job Descriptions & Committee Duties

Chairman

- Call the meetings to order
- Set the agenda items
- Work with the Executive Board as needed
- Appoint committees
- Maintain a time frame for discussion on topics
- Recognize guests
- Handle complaints

Vice- Chairman

- In the absence of the Chairman, will handle the meetings

Secretary

- The secretary will produce the minutes of the meetings.
- It is the duty of the secretary to keep a register, or roll, of the members and to call the roll when required.
- The secretary should, prior to each meeting, for the use of the Chairman, make out an order of business showing in their exact order what is necessarily to come before the assembly.
- Should also have, at each meeting, a list of all standing committees, and such special committees as are in existence at the time, as well as the by-laws of the organization and its minutes.
- In the absence of the Chairman (if there is no Vice Chairman present), when the hour for opening the session arrives, it is his duty to call the meeting to order, and to preside until the election of a Chairman pro tem, which should take place immediately.

Assistant Secretary

- In the absence of the Secretary, the Assistant Secretary will assume the duties of Secretary.

The SFFMA Staff

- Performs as the corresponding secretary of the board.
- Duties to include notify officers, committees, and delegates of their appointment,
- Furnish committees with all papers referred to them, and maintain archive of approved minutes and correspondence.

Committees and their job description

NFPA Committee

- As NFPA Committee member you are tasked with making sure the SFFMA certification program meets current NFPA standards
- Make recommendation for changes to the SFFMA Certification Program as needed in order to assure the Certification program stays current with the NFPA Standards
- Create and maintain Performance standards for the Certification Program

- Make recommendation for changes to the performance standards as needed in order to assure the Performance Standards meet NFPA Standards

Testing Committee

- Ensure the Test Bank is up to date and work with TAMU TEEEX

TEEX Course Breakdowns

- Ensure course breakdowns are up to date and work with TEEEX
- Begin with the Phase I-V courses taught starting in 2015.
- Provide complete breakdowns of SFFMA objectives covered in each course.
- Identify any objectives included in the SFFMA Firefighter curriculum that do not match to current NFPA standards directly to the NFPA committee for review.

Continuing Education

Fire Department Audit

Approved Training Providers

Skill Examiner Credentials

Volunteer Fire Chief