

## CERTIFICATION BOARD MEMBER REQUIREMENTS AND DUTIES

- A. Composition – That a Board of no more than twenty-five (25) members, appointed by the President of the State Firemen’s and Fire Marshals’ Association of Texas (SFFMA) and known as the Texas Volunteer Firefighters’ and Fire Marshals’ Certification Board, administer the program.
1. Appointments
    - a. Board Members will be appointed to serve four-year terms on the board.
    - b. Vacancies of the Board will be filled by the President of the SFFMA to fill unexpired terms caused by any reason.
    - c. No two Board Members are to be from the same Zone area.
    - d. Prospective new Board Member’s name and resume must be submitted in writing by the SFFMA District to the President and Executive Director of the SFFMA.
    - e. One Board Member shall represent Texas A&M Engineering Extension Service (TEEX) as a voting liaison.
    - f. One Board Member shall represent Texas A&M Forest Service (TFS) as a voting liaison.
  2. Individual Requirements
    - a. Board Member must:
      - I. reside in the Zone to be represented, and be active in that District;
      - II. Be an active, retired or honorary life member of a regularly organized volunteer or combination fire department that holds current membership in the SFFMA;
      - III. Maintain a current individual membership in the SFFMA;
      - IV. Have at least eight (8) years of experience with a recognized fire department or combination of recognized fire departments;
      - V. hold at least an SFFMA Firefighter I certification;
      - VI. Meet the instructional criteria for Certification Coordinator; and
      - VII. Attend a majority of meetings ***and Teleconferences*** each year.
      - VIII. *Be a proponent of the SFFMA, both for participating in the certification program but also selling the benefits of the SFFMA member.***
      - IX. *Be a promoter of the items our program has by educating the members at workshops.***
      - X. *Be aware of what cooperative agencies do. What can TEEX do, what can TFS do, TDEM, etc. What kind of training they offer.***
      - XI. *Represent your Zone/District and be the Primary contact for certification questions.***
      - XII. *Attend scheduled Certification Board Meetings and conference calls.***
      - XIII. *Deliver SFFMA Certification workshops at least twice a year throughout the Zone.***
      - XIV. *Assist Fire Departments with training documentation needs so they can ensure the delivery of training records to the SFFMA in a timely manner.***
      - XV. *Assist Fire Departments with certification needs so that they can ensure their members are receiving the proper training to achieve certifications via SFFMA.***
      - XVI. *Maintain formal lines of communications with Fire Departments regarding Certification news or issues.***
      - XVII. *Maintain performance standards for the Certification Program.***
      - XVIII. *Become active with the different committees of the SFFMA Certification Board.***
      - XIX. *Review Masters Applications on our Board use only page before any Board meeting.***
      - XX. *Stay up to date and informed on certification issues.***
      - XXI. *The Board shall maintain strict confidentiality of all complaints, allegations and actions with the exceptions of proper notifications made to the Executive Board.***

- XXII.** *Encourage your zone departments to participate in the certification program / assist them when they may need.*
- XXIII.** *Help the meetings be productive, if you have a relevant concern express it but do not beat a dead horse.*
- XXIV.** *Learn the mission and history of the Board.*