



Northern Division

THE PURPOSE OF THE EDUCATION AND TRAINING COMMITTEE SHALL BE TO:

1. IDENTIFY EDUCATION/TRAINING NEEDS OF THE MEMBERSHIP AND DETERMINE HOW TO FULFILL THOSE NEEDS.
2. SERVE AS CURRICULUM REVIEW AND COORDINATING BOARD FOR AFSS PROFESSIONAL RECOGNITION PROGRAM.
3. ARRANGE FOR TRAINING/EDUCATIONAL QUARTERLY MEETINGS, WORKSHOPS, AND ANNUAL CONFERENCES.

THIS COMMITTEE SHALL ACCOMPLISH THESE GOALS BY:

1. Surveying a cross section of administrative support personnel from large and small municipalities, fire protection districts, government fire departments, volunteer fire departments, California Department of Forestry, etc. Obtain information to draft a detailed document, which identifies specific areas of desired education as reflected from the survey. Document should address, but not be limited to, two areas of information:
 - A. Common Education/Training requirements for all Administrative support personnel before entry into the fire service.
 - B. Education/Training needs specific to the fire service not currently covered under common educational curriculum.
2. Serving as coordinating, auditing, and evaluation team for any and all AFSS Degree programs, as well as curriculum review board for course substitution/challenge.
3. Researching and maintaining lists of Education/Training topics and speakers/trainers from within the fire service and the public sector for use by hosting agencies for quarterly meetings, Conference Committee and for Education/Training Workshops.
4. Coordinating all activities for Education/Training quarterly and/or individual workshops/seminars, including:
 - A. Determining current education/training needs.
 - B. Arranging for speaker/instructor and determine their individual needs for presentations (i.e., microphones, audio visual aids, blackboard, flip chart, etc.).
 - S Provide advertising for individual workshops.
 - S Ensure that appropriate educational/training certificates are issued in a timely manner to registered participants.
 - C. Preparing budget for Education/Training Committee.



Northern Division

- D. Annual Conferences:
 - S Upon approval of Conference Committee, finalize all contracts for speakers/instructors, etc.
 - S Respond to Conference Committee's request for speaker information, including topics, costs, etc. well in advance of Annual Conference registration information being mailed to general membership.
 - S Provide follow-up article to Communications Committee for division newsletter.
- E. Critiquing educational content/benefit of all training at quarterly meetings, workshops/seminars, and annual conferences.
- F. Furnishing Historical Committee with copies of all documents relative to Committee activities for inclusion in AFSS historical files.