

References:	PRO BOARD CRITERIA: PA4, PA6, PA7 ADVISORY COMMITTEE TERMS OF REFERENCE	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide stakeholders a forum in which they can voice their opinion and provide advice and recommendations to the Academy Director on the development and ongoing maintenance of Pro Board approved programs.
- 1.2. **RESPONSIBILITY:** It is the responsibility of the Academy Director to be familiar with this guideline and to ensure that all representatives sitting on the Advisory Committee be given an orientation and supplied with a copy of the Terms of Reference document.

2.0 ADVISORY COMMITTEE DEFINITION

- 2.1. The Advisory Committee is a group of stakeholders with a vested interest in Pro Board approved certification in the field of firefighting and emergency response. These stakeholders include, Fire Chiefs, City Managers or Administrators, Industry Managers or Supervisors, Representatives from the Office of the Fire Commissioner of BC, key leaders from non-profit groups such as the BC Fire Chiefs' Association, the BC Volunteer Firefighter's Association, and BC Training Officers' Association.

3.0 ADVISORY COMMITTEE REPRESENTATION:

- 3.1. When an Advisory Committee meeting is scheduled the following agencies will be invited:
 - 3.1.1. Nanaimo Fire Rescue Department
 - 3.1.2. BC Zone 1 Career Firefighters
 - 3.1.3. Vancouver Island Career Fire Departments
 - 3.1.4. Vancouver Island Volunteer Fire Departments
 - 3.1.5. Industrial Emergency Response Representative
 - 3.1.6. BC Fire Chiefs' Association
 - 3.1.7. BC Training Officers' Association
 - 3.1.8. Office of the Fire Commissioner of BC

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4.0 ADVISORY COMMITTEE OBJECTIVES

- 4.1. The Advisory Committee objectives are to provide advice and recommendations to the Academy Director on the following:
- 4.1.1. Recommendations on which NFPA standards the Academy should seek and maintain accreditation.
 - 4.1.2. Recommendations to program methodology.
 - 4.1.3. Review and recommend changes and/or approval to course curriculum.
 - 4.1.4. Review and recommend changes and/or approval to exam instruments, i.e. written exam banks and practical skills check lists.
 - 4.1.5. Recommendations of special emergency response organization's eligibility for training and certification.
 - 4.1.6. Recommendations on marketing strategies.

5.0 ADVISORY COMMITTEE MEETINGS/CHAIR

- 5.1. The Advisory Committee Chair will be the Academy Director and the Co-Chair will be the Accreditation Manager.
- 5.2. Advisory Committee meetings will be held annually and as required.
- 5.3. An open forum is established on the Academy web page that allows for continuous feedback from all Academy stakeholders.



Karen Fry
Academy Director

April 18, 2019
Date