

References:	PRO BOARD CRITERIA: PA4, PA6, PA7 ACADEMY DIRECTOR TERMS OF REFERENCE	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy stating terms of reference and objectives of the Vancouver Island Emergency Response Academy Director.
- 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 this Operational Guideline.

2.0 ACADEMY DIRECTOR

- 2.1. The Academy Director will be the Nanaimo Fire Rescue Fire Chief or her/his designate and will be the chair of the VIERA Advisory Committee.

3.0 TERMS OF REFERENCE

- 3.1. To determine the scope and service the Academy will offer.
- 3.2. Approve Policies, Procedures and Operational Guidelines to meet Pro Board criteria and govern the Academy operations.
- 3.3. Approve Operating and Capital Budget.
- 3.4. Identify stakeholder groups that should be offered representation on the Advisory Committee.
- 3.5. Provide direction to the Advisory Committee.
- 3.6. Make decisions on the Advisory Committee recommendations.
- 3.7. Ensure Pro Board accreditation status is maintained.
- 3.8. Select qualified applicants for Instructor, Evaluator and Proctor positions.
- 3.9. Set Instructor remuneration rates and course tuition fees.
- 3.10. Dismiss Instructors, Evaluators and Proctors if, and when, required.
- 3.11. Address Instructor, Evaluator and Proctor performance and/or disciplinary issues.
- 3.12. Rule on any student appeals and/or disputes.



Karen Fry
Academy Director

December 22, 2017

Date