



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Advisory Board Member Responsibilities
Reference Number:	SAP-DEP-035
Effective Date:	1 March 2007
Last Revision Date:	N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

To outline the responsibilities of the members of the Albemarle County Fire Rescue Advisory Board (ACFRAB). To establish and describe the way business shall be conducted between individual volunteer stations and Fire Rescue staff.

Background:

Each volunteer station is made up of numerous people fulfilling many roles to make the organization successful. Although many officers are required for the organization to be successful, strategic business conducted by the Department of Fire Rescue through the Albemarle County Fire Rescue Advisory Board must be coordinated through one central contact for each individual volunteer organization. This policy was adopted at the 28 February 2007 meeting of the Albemarle County Fire Rescue Advisory Board.

Definitions:

- Chief Operating Officer – Station chief or designate; A chief operating officer (COO) is a corporate officer responsible for management of day-to-day activities of the corporation. The COO is one of the highest ranking members of an organization, monitoring the daily operations of the company.

Policy:

1. It shall be the responsibility of the Chief Operating Officer (Chief) of each volunteer organization to represent that organization at the ACFRAB as according to the Advisory Board Bylaws. Furthermore, it is the responsibility of each Chief to carry materials, tasks, questions, goals, deadlines, and any other pertinent information back to key station leadership; distributing it as necessary and following up as necessary to ensure adequate communication.