



AFTOA NOMINATION FORM

Alberta Fire Training Officers Association
P.O. Box 2603 Stony Plain, AB T7Z-1Y2
Email: abfiretrainingofficers@gmail.com

POSITION:

Indicate the position of nomination and the zone you reside within.

Nomination Date: MM/DD/YYYY

Position: President 1st Vice 2nd Vice Secretary Treasurer Zone Rep Alternate Rep

AFTOA Zone: North Central South

Department: _____

APPLICANT PERSONAL INFORMATION:

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

Town/City/County *Province* *Postal Code*

Home Phone: () _____ Alternate Phone: () _____

E-mail Address: _____

EXPERIENCE:

List any relevant experience for the position. This will be listed on the candidate's bio on the member only section when nominations are closed. (Attach additional sheet if required).

Training: _____

Fire Service-Work : _____

Committee/Other: _____

AUTHORIZATION/DECLARATION:

By submitting this application I am formally offering my name for nomination for the position indicated above with the AFTOA. I have read and understand both the bylaws of the association and Operational Guidelines for the position, am a member in good standing, and have the support of my organization for the above position. The Fire Chief or Director of my organization has read the attached position commitment requirements, and either supports, or has agreed upon terms of me taking on this position.

Applicant signature: _____ Date: _____



ALBERTA FIRE TRAINING OFFICERS ASSOCIATION

Directors and Committee Members Commitment Summary

This outlines the commitments asked of anyone interested in pursuing an elected position or stepping forward to participate as a committee member. The AFTOA strives to represent training officers within the province of Alberta and work collaboratively with other organizations. Given this is a position is voluntary and members have work and family commitments, as well as other commitments within their department especially in a paid-on call/volunteer model we recognize everyone may not be available for every event or activity. We ask anyone interested to consider if they will

- Provide a realistic amount of time to support their position
- Participate in meaningful discussion even if it is only an email response
- Represent the values and best interest of the Alberta Fire Service keeping in mind we have various service delivery models and serve a diverse membership group ranging from Paid on Call volunteer departments to Full time integrated unionized services.
- We are respectfully and work cooperatively with invested groups, stakeholders and organizations.
- Many hands make light work and if everyone contributes a little, we reduce the work load of the group, and are more successful.

As required with prior approval the AFOTA will reimburse travel, meals, and lodging when required. These need pre approval in accordance with AFTOA bylaws.

The AFTOA asks anyone submitting interest in serving on the executive or a committee has discussed this with their supervisor and has the support of their department with the respective time commitments.

Director's and Representatives

1. Executive positions

- a. Average of 12 hours monthly
- b. 6-8 hours monthly on assigned portfolio. This may include conference planning, financial reports, meetings with other associations or groups (AFCA, OFC, trade members, etc.)
- c. Bi monthly phone conference the 3rd Wednesday of every month at 1600hrs.
- d. AFCA meetings attended as AFTOA representative (executive or zones)
- e. Quarterly PSD meeting
- f. Input into all Association business

2. Zone representatives and division representatives

- a. Average of 6 Hours monthly
- b. Bi monthly phone conference the 3rd Wednesday of every month at 1600hrs.
- c. 1 general zone meeting annually recommended. This is so elections can take place.
- d. Coordinate 1-2 divisional zone meetings per year.
 - i. Communicate zone input, feedback and needs to executive
 - ii. Forward meeting minutes to secretary and 2nd VP.
- e. Assist with conference in zone. AFTOA bylaws state main conference shall rotate through each zone. (2019 Central, 2020 North, 2021 South)

Committee Members

- f. You may serve on multiple committees
- g. Executive and zone reps are eligible to sit on committees as required

1. Professional development committee

- a. Anticipate 4 hours monthly
- b. Meetings set by conference chair, recommended to occur quarterly
- c. Recommendation on training to occur at annual training and educational conference
- d. Recommendation on training at zone meetings
- e. Provide direction and recommendation on training officer development and needs to the executive. Recommendations may be communicated and coordinated with the AFCA, OFC, PSD, or other agencies/organizations as appropriate.

2. Training Conference Committee

- a. Irregular time commitments, pre conference additional time would be needed. Anticipate 3-4 hours monthly with increased time commitment during conference. It is requested that conference committee members attend the conference.
- b. Conference committee members that are active and participating receive attendance at the conference at no cost and are provided a hotel room for the duration of the conference.
- c. Requires each zone to be represented, additional committee members from zone hosting conference. Includes host department, trade member and associate member representative.
- d. Collaboration with professional development committee
- e. Post and pre conference meetings will be required. Meeting with host department, touring venues, determining needs and capabilities based on professional development recommendations.

3. Resolutions committee

- a. Average of 4 hours bi-monthly
- b. Requires 1 representative from North, South and Central Zones
- c. Assist committee chair in review and adjusting resolutions.
- d. Preparing final resolutions for executive
- e. May require some research and supporting documentation coordination with member or zone reps for resolutions.

4. Nomination Committees

- a. Approximately 4-6 hours total over year receiving nominations, updating executive.
- b. Requires 3 appointments and is preferred 1 from North, South and Central zones for equal representation.
- c. Receive nominations at General meeting or through nomination forms.
- d. Coordinate online election through Survey Monkey.
- e. A Separate election committee appointed to report on results.

On behalf of _____ (Name of Organization/Fire Dept) _____, I support _____ (Name of Nominee) _____
in their nomination for a position within the AFTOA, and their commitment to the position has been
discussed and time allotment has been agreed upon.

Applicant signature: _____ Date: _____
Applicant signature: _____ Date: _____

**Fire Chief / Director
Signature:** _____

Date: _____