

OREGON FIRE CHIEFS ASSOCIATION

Name of Committee: **PROFESSIONAL DEVELOPMENT**

Rev:

Chartering Group	Sponsor	Team Leader	Facilitator (if different from leader)	Team Kick Off Date	Proposed Team Sunset Date
OFCA	OFCA President	Committee Chair (appointed by the OFCA Board)			none

Mission Statement	<i>To provide professional development education opportunities to new and/or aspiring volunteer and career Fire Chiefs.</i>
Goals & Objectives	<ol style="list-style-type: none"> 1. Assure quality and integrity of professional development programs 2. Develop sustainable methods for program delivery 3. Identify avenues to achieve a professional designation for Fire Chiefs in Oregon 4. Recommend methods for continuing education 5. Determine selection process for instructor/facilitator cadre 6. Assign ad hoc committee work as necessary 7. Review and revise professional development materials as appropriate 8. Advise the OFCA Board in matters relating to professional development for Chief Officers 9. Communicate with the OFCA Board regarding status of activities of the Committee
Customers	<i>Oregon Fire Service members.</i>
Success Indicators	<ol style="list-style-type: none"> 1. Availability to provide trainings in various locations throughout the State 2. Attendance and/or enrollment of participants 3. Increased number of qualified facilitators/instructors willing to participate
Feedback Plan	<ol style="list-style-type: none"> 1. Report quarterly or periodically to OFCA Board of Directors 2. Written evaluation form/feedback from participants 3. Evaluation forms from facilitators
Scope/Priority	<i>To provide the basis for understanding key elements of running the daily business of a Fire Department. In addition, the promotion of mentorship with mutual growth for individuals, educational programs, and organizations. Ultimately resulting in each member adopting the corporate value of sharing themselves.</i>
Problem Statement	<i>An education and mentorship need was identified during the strategic planning session conducted in April 2004. The need addressed the effectiveness of the OFCA mentor program, training, and education program enhancements.</i>
Procedures/ Meeting Frequency	<i>As needed; meeting generally scheduled on a quarterly basis.</i>
Decision Making Process	<i>Decision making process includes consensus and recommendation from the Committee to Oregon Fire Chiefs Association Board representative.</i>
How Decisions Are Communicated	<i>Through the OFCA Liaison Board member and the quarterly or periodic report from the Committee.</i>
Team Members	<i>OFCA Board members (2); 1-Acts as Chair for the Association; 1-Acts as liaison for the Association. Ad Hoc members may be added by the discretion of the committee chair based on the need for external expertise.</i>
Team Review Schedule	<i>Committee appointments are three (3) year terms with expiration dates that are staggered.</i>