

Looking for two volunteers to fill two positions:

## **CVFSA Director for Province of Manitoba**

and

## **CVFSA Assistant Director for Province of Manitoba**

The Canadian Volunteer Fire Services Association requires a Director and an assistant Provincial Director for the Province of Manitoba. We are looking for an energetic individual to fill the position of Director and a second individual to fill an assistant Director position with a good background in the ability to act as liaison with the volunteer fire department service providers throughout the Province of Manitoba. The individuals would be from the volunteer fire services and could be a firefighter or an officer. (currently serving as a *volunteer or paid on call volunteer*)

**Selection Process** – The CVFSA president will recommend to the Board of Directors who will select the candidate based on applications received. Geographic representation will be taken into consideration as Directors and Assistant Directors must reside within that geographic province or territory they represent on the Board. Normally the director and assistant director would be from different regions within the province.

**Specific Skills and Qualifications Preferred** - include a recognized fire training program from an accredited institution to at least a certified Level Two Firefighter – NFPA 1002 (Professional Qualification) or an OFM Professional Equivalency Certificate and a minimum of fifteen years related experience. The candidate must be a member, or eligible to be a member of the **CVFSA**. The applicant must be an active volunteer firefighter within a municipal or provincially recognized Manitoba fire department. Preference will be given to candidates that demonstrate the following skills: A good knowledge of the fire legislation applicable to the Manitoba Office of the Fire Commissioner and have good communication skills. The individual(s) must exercise sound judgments in prioritizing and managing multiple responsibilities and conflicting deadlines. Directors should be able to clearly present the opinions and concerns of firefighters and the fire service within the province of Manitoba. They must also communicate the interests of the **CVFSA** in the broader community. Critical thinking – Directors must exercise due diligence in the execution of duties to reasonably determine the validity of recommendations made to the Association and for the actions of other directors in working with external parties. Proficient computer abilities are a necessity for this position. Must be able to communicate via email, Zoom and respond with other Directors in a timely fashion. (at least 40 hours annually) An understanding of MS Excel Worksheets would be considered an asset. We may also consider applicants who have recently retired from actively serving their volunteer fire service for at least twenty five years and wish to remain active in a role such as the provincial director or an assistant director enabling them to contribute to the betterment of the volunteer fire service throughout Canada.

**Specific Experience Preferred** – Directors should have a broad experience in the volunteer firefighting community to assist in critical thinking and guidance of the **CVFSA**

Board as it considers the strategic direction of the Association as it fulfils its responsibilities to the membership. Examples of specific experience which would be of benefit to the Board are; Consultation & Communication Experience – over the next several years it is critical that members understand the work of the **CVFSA** and in particular have connection with the volunteer fire service as it relates to Medical First Response to the BTLS level or as is supported by the Manitoba Office of the Fire Commissioner. Leadership experience in developing stakeholder consultation and communication strategies would be an asset. Directors will submit a written annual report to the president no later than twenty one days before the annual general meeting outlining events and fire service concerns from the Province of Manitoba.

We are looking for a team player who will respect and will support the Board's actions through one voice once the Board has made its decision on various directions or concerns. The Provincial Director or assistant director should be willing to actively participate in a respectful and engaged manner. Such actives will include participation in the CVFSA-BMO Master Card program and the programs of our partners. The individual should be prepared to assist in the distribution of the Association's annual Challenge Coins in support of the Association's commitments and assist municipal units interested in the "CVFSA-Municipal Long Service Award" medal program. Directors and assistant directors are encouraged to seek partnerships or sponsors to host annual training conferences.

**Remuneration** – Directors serve as volunteers but are assisted with meeting expenses as per the **CVFSA** Travel Claims Policy. Benefits include subsidized travel and lodging to select Directors' meetings or official functions and include insurance coverage's while traveling on official business. Assist directors' reimbursements on approved travel only and may be a shared expense if the director is available for a scheduled event.

Meetings – CVFSA Board meetings are normally held in the spring and the fall. Each director is required to be in attendance at the annual meeting each September, in person and possibility an associated Director's meeting. Directors & assistant directors participate in monthly teleconference or Zoom meetings. In the absence of the provincial director at an AGM the assistant director will attend with full expenses covered as per the current claims for expenses.

The successful candidate(s) will be required to consent to a background check. **All appointments are made normally for a term of two years** with year one being as a probation period. Current directors can at the end of two years reapply for an additional two years. This can be repeated till a total of six years are reached at which time the director must vacant the position unless that director has started a position within the executive.

**This position shall be advertised from October 20th to November 20th 2018**

We invite qualified candidates to forward their resume and cover letter to:

"Graham Pawlett" [Graham.P@cvfsa.ca](mailto:Graham.P@cvfsa.ca)

or

"Martin Bell, CAO" [Martin.B@cvfsa.ca](mailto:Martin.B@cvfsa.ca)