

Education Committee:

The Executive Board Liaison shall be the First Vice President.

- Research the Administration Fire Service Section Career Development Guide and seek speakers and topics that would be relevant to completing the Level I and II PRP Task Books as well as motivational and inspirational topics;
- Maintain a current listing of educational topics and speakers/trainers for meetings;
- Organize activities for all training seminars by coordinating speakers/topics, budgeting activities and handling reservations/registration, as needed, for quarterly meetings and the annual conference;
- Coordinate with Communications Committee to provide materials from educational sessions for inclusion in the newsletter and website;
- Communicate with quarterly meeting hosting agency and assist in securing a guest speaker if need be.

Refer to Standard Guidelines Number 13, Page 18, and Number 14, Page 19 and 20, for further details.