

**CHAPTER 20**  
**NWSA TRAINING ORGANIZATION**

**20 – NWSA PRESIDENT AND BOARD OF DIRECTORS.** The Board of Directors is responsible for overseeing the training program. They will approve recommendations made by the Training Committee or the Training Coordinator.

**21 - TRAINING COMMITTEE.** The membership of the Committee shall be number seven, which will include the Training Coordinator and six Instructors. The Executive Secretary, technical specialists or members of the National Wildfire Coordinating Group may be asked to participate if their area of expertise is needed for clarification on issues. Preference is for committee members to be from different geographical areas and different companies.

**21.1 Members of the Committee** are nominated from the current list of instructors and elected by instructors in good standing at the annual meeting.

**21.2 The election of committee members** is to take place at the annual meeting. Members are elected for a two-year term with no term limits. In the event there is not an instructor's session at the annual meeting, committee members shall be extended.

**21.3 Should a member's place on the Committee become vacant,** the training committee shall elect by majority vote, a successor to fill the remainder of the vacant term until the next annual meeting.

**22 - TRAINING COMMITTEE GOALS.**

- A. Provide leadership and facilitate communications on training needs, safety and effective training programs that meet the needs of NWSA members.
- B. Advise Board of Directors on needed changes to association policies and procedures.
- C. Keep instructors and members advised of current issues and changes in agency standards.
- D. Review training issues and concerns from association members and formulate recommendations for the Board or the Association.

**23 - MEETINGS.** The Committee will meet during the fall or early winter. Most of the communications during the year will be conference calls or e-mails.

**24 - TRAINING COORDINATOR.** The Training Coordinator is responsible for reporting to the Executive Director.

The Training Coordinator position is responsible for certifying Lead, Unit and Adjunct Instructors. This position will coordinate all training matters for the association and its members. Instructors should make the Training Coordinator aware of any training issues.

NWSA members that have training scheduled, shall forward a planned training schedule seven (7) working days in advance of the course to: [nwsatraining@nwsa.us](mailto:nwsatraining@nwsa.us). This schedule shall list the course, dates, time, number of students, location and the name of the Course Coordinator or Lead Instructor. The Course Coordinator or Lead Instructor should be familiar with the notification requirements of the NWCG geographical area they are instructing in and follow their protocol.

**25 - PLANNING YOUR TRAINING SESSION.** Any NWSA personnel having the responsibility of a Course Coordinator should use the **NWCG Course Coordinators Guide, PMS 907** as their basic source of information. If there is no Course Coordinator, the Lead Instructor will be responsibility.

The Course Coordinator Guide is designed to provide information to training officers, course coordinators, lead instructors and other managers presenting a training course. The contents provide general instruction for course planning, management, presentations, and follow up. If NWCG courses require specific considerations for presentation, they will be listed within the Instructor's Guide for that specific course.

It is the **responsibility of every Course Coordinator and Lead Instructor** to review the online **NWCG Training Catalog**. Search the window to locate the course you are interested in. Each course has three parts: Overview, Administration and Course Work. These three parts cover the information that was in the deleted Field Managers Course Guide.

The **NWCG Standards for Course Delivery, PMS 901-1** is the authoritative reference for information concerning NWCG training curriculum. It is to be used in conjunction with the **NWCG Standards for Wildland Fire Position Qualifications PMS-310-1**. The NWCG Training Catalog is the source for specific course details. These publications are updated semi-annually.