

# Terms of Reference



## ABCFP Forest Measurements Board

Approved by CEO: November 27, 2012

### 1.0 Preamble

Section 4 (2) (f) of the *Foresters Act* states:

One of the objects of the association is the following:

To establish and administer certification schemes for technical occupations related to the practice of professional forestry, including establishing, monitoring and enforcing standards of education and qualifications for certification.

Section 11 (1) (m) of the *Foresters Act* states:

The council may pass resolutions for the governance of the members, and for the management of the affairs and discharge of the business of the association, including resolutions for the following:

- The establishment and administration of certification schemes for technical occupations related to the practice of professional forestry, including establishing, monitoring and enforcing
  - Standards, policies and procedures for certification, and
  - Qualifications of candidates for certification, including the subjects of study, the examinations to be passed, and the experience in forestry required of applicants for certification.

Section 13 of the *Foresters Act* establishes an associate member class. These associate members will join the ABCFP after council grants a certificate and/or certificate of accreditation.

Section 16.1 of the *Foresters Act* states:

The council may grant a certificate of accreditation, with or without terms and conditions, to a person who

- Is a member of a class listed in section 13 (a), (b), (d) or (e), and
- Meets the relevant requirements of the resolutions.

A certificate of accreditation must conspicuously state

- The title and designation that the certificate holder is entitled to use, and
- Any limitations on practice specified in the granting of the certificate.

## **2.0 Purpose and Function**

The purpose of the Forest Measurements Board (FMB) and its subcommittees is to establish, monitor and enforce standards of education and qualifications for certification schemes related to forest measurements. For example, this includes:

- Developing and implementing standards, policies and procedures for certification;
- Preparing, organizing, implementing and marking examinations;
- Recommending approval of applicants for certification to council;
- Developing and revising application, re-classification and experience requirements;
- Working with the Professional Practice Committee to develop limitations on practice for Certificates of Accreditation; and
- If appropriate, providing recommendations for certificate holder continuing competency requirements to the Continuing Competence Committee for CEO and council approval.

The FMB may establish separate subcommittees to develop, monitor and enforce education and qualifications for new types of certification. These subcommittees would have the same purpose and function as the FMB.

## **3.0 Relationships & Accountability**

Members of the FMB and its subcommittees are appointed by the CEO. The FMB reports to the CEO and the subcommittees report to the FMB.

## **4.0 Composition & Term**

The FMB shall be comprised of six to 13 associate or registered ABCFP members. With the approval of the CEO, non-ABCFP members may also be FMB members.

The term of office for any one member shall be three years. No member may serve more than two consecutive terms. The rules for terms of office may be deviated from, if necessary, upon approval of the CEO.

Preferably members will be able to serve out their entire terms. Members may, however, need to retire from the committee prematurely and may do so by giving at least 30 days notice to the chair.

## **5.0 Meetings, Decision-Making & Support**

Meetings shall be at the call of the chair and business will be conducted by face-to-face meetings and conference calls. The number of face-to-face meetings will depend on the annual budget provided to the FMB.

It is expected that decision-making will be consensual. In the event it is not, the chair may resolve the issue by calling a vote in which a simple majority shall prevail. In the event consensus is not achieved, the position of the minority shall be noted in the minutes.

A meeting quorum will consist of at least 50% of the appointed FMB members.

## **6.0 Communications & Confidentiality**

The FMB as a whole may not undertake any public communications except through the ABCFP CEO. FMB meeting minutes and discussions are confidential but members of the FMB may communicate and consult with their constituencies regarding the matters being considered by the FMB with permission by the CEO or designate.

## **7.0 Budget & Expenses**

Coverage of FMB related travel and accommodation will be covered by the ABCFP if FMB members' employers cannot cover these expenses.