

# Terms of Reference



## Joint Practice Board

Approved by ABCFP Council November 2005  
Approved by APEGBC Council November 2005

The Joint Practice Board (JPB) between the Association of British Columbia Forest Professionals (ABCFP) and the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) exists by virtue of and pursuant to the terms of a Memorandum of Understanding (MoU) between the ABCFP and the APEGBC first signed in 1994 and modified in 2005.

### 1.0 Name

ABCFP/APEGBC Joint Practice Board

### 2.0 Type

Joint association practice board.

### 3.0 Purpose

- 3.1 To consider and make recommendations within our respective and legislated mandates to our two councils regarding:
  - a) The matters set out in the MoU;
  - b) other matters referred to the JPB by either council;
  - c) other matters not inconsistent with the terms of the MoU that the JPB believes it should address.
- 3.2 To produce guidance products as set out in the MoU.
- 3.3 To produce an annual report to the two councils.
- 3.4 The JPB may establish task forces comprising of JPB members and others and may delegate tasks to them. Any task force established by the JPB will be chaired by a JPB member.

The JPB shall approve for each task force: a terms of reference; scope of work; communications protocol; conflict resolution process; timelines; and deliverables. All task forces must include individuals with expertise in the matters under consideration.

- 3.5 When the JPB is producing guidance products for members (including but not limited to, guidelines, articles, website postings and member notices) regarding any area of overlapping practice, it shall appoint a task force with representation from both associations. Recommendations as to who to appoint to such task forces shall be sought from APEGBC's Division of Engineers and Geoscientists in the Forest Sector (DEGIFS) and the ABCFP's Professional Practice Committee (PPC). The JPB may choose any additional person(s) to be on a task force who may be considered appropriate due to his or her area of expertise.
- 3.6 In the event minority opinions emerge within a task force established by the JPB regarding substantive matters associated with proposed recommendations to the JPB, and these differences of opinion cannot be resolved despite the sincere efforts by the task force to do so, the areas of disagreement and the principal arguments shall be described in a report by the task force along with the recommendations from the task force to the JPB.

#### **4.0 Membership**

Eight voting members, four from each association appointed by each respective association's council. In addition, one non-voting staff person from each association will be appointed by the ABCFP chief executive officer (CEO) or APEGBC executive director to provide staff support.

#### **5.0 Revocation**

Each council may revoke the appointment of one or more of its appointees at any time.

#### **6.0 Terms of Office**

Appointments are for two years but board members may be reappointed for up to three terms. Normally, half of each association's appointees will be replaced each year.

#### **7.0 Selection of Officers**

The JPB shall elect a chair from among its members annually. The chair shall alternate between the two associations annually. The chair may make motions.

#### **8.0 Quorum**

Quorum will be fifty per cent plus one of the JPB, provided at least two members of each association are present.

In order for recommendations to be referred to the two councils, they will be as per the MoU. A clear majority of the respective councils' representatives means approval of three out of four members from each association.

## **9.0 Frequency of Meetings**

Meeting shall be held on a bi-monthly basis, unless the JPB decides otherwise at the call of the chair.

## **10.0 Conduct of Meetings**

The hosting of meetings shall alternate between the two associations unless the JPB decides otherwise. The JPB may meet in person and/or by telephone conference, webcast or other electronic communications media where all members have the ability to simultaneously hear each other and participate during the meeting.

The JPB may also discuss issues by fax, e-mail or other electronic media where communication may not be simultaneous, provided all members of the JPB have access to the medium chosen and all communication to and from one member is broadcast to all other members of the JPB. At least one face-to-face meeting shall be held each year.

## **11.0 Annual Review**

The JPB shall review the content of the MoU and the terms of reference annually.

## **12.0 Budget and Expenses**

Sufficient funding shall be provided by the two associations to cover routine JPB expenses for meetings and the reasonable out-of-pocket travel, accommodation and meeting expenses incurred by their respective JPB members. The approval of the ABCFP CEO and APEGBC executive director shall be sought for non-routine expenses (e.g. hiring of consultants), if any, in advance of any such expenses being incurred. Ideally, non-routine expenses will be anticipated in time for inclusion in the associations' annual budget.