

Terms of Reference

Date of CEO approval: May 27, 2014



Continuing Competence Committee (CCC)

1.0 PREAMBLE

The CCC is a committee that deals with continuing professional development (CPD) issues for all classes of members. It provides continuous improvement to elements of the continuing competence program, provides remedial recommendations for Practice and Peer Reviews with significant negative findings, develops draft ABCFP CPD policies and carries out the duties and functions set out in these terms of reference.

2.0 AUTHORITY

Sections 4 and 11 are the primary sections of the *Foresters Act* applying to this committee:

4 (2) The objects of the association are:

- (a) to uphold the public interest respecting the practice of professional forestry by
 - (i) ensuring the competence, independence, professional conduct and integrity of its members.

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

- (a.1) the establishment and administration of quality assurance programs in areas of continuing education and peer or practice review, including
 - (i) The requirements that must be met in order to participate in and complete a quality assurance program, and
 - (ii) The development of quality assurance programs in concert with the governing bodies for other professions;

3.0 NAME

This committee will be called the Continuing Competence Committee or the CCC.

4.0 PURPOSE

The CCC's primary functions are to assist and advise the CEO¹ in delivering quality assurance programs as per section 11 (1) (a.1) of the *Foresters Act* and in developing CPD policies for all classes of members.

More specifically, the CCC will:

- a) Receive direction from, and/or propose recommendations to the CEO commensurate with quality assurance program objectives,
- b) Revise the Self-Assessment, Peer Review and Practice Review elements of the quality assurance program periodically based on CEO direction and CCC and staff input,
- c) Provide remedial recommendations for Peer and Practice Reviews requiring significant corrective measures, and
- d) Develop draft CPD membership policy as per direction from the CEO.

5.0 COMPOSITION

The CCC will be comprised of up to 10 members appointed by, and serving at the discretion of the CEO.

The CEO shall appoint committee members taking into consideration the CCC's advice.

Composition of the committee will attempt to reflect the overall diversity of the membership.

6.0 TERMS OF OFFICE

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 changed with approval by the CEO, if necessary to ensure an orderly turn-over of membership.

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.

7.0 CHAIR

The CCC shall elect one of its members to act as chair.

The duties of the chair are to work with the staff liaison to call committee meetings, set meeting agendas and manage the implementation of action items.

¹ Reference to the chief executive officer includes a reference to the staff person designated by the chief executive officer to act in his or her stead.

8.0 STAFF SUPPORT

The CEO shall appoint an appropriate staff liaison support person who shall attend meetings, take minutes, provide advice, participate in discussions and undertake other tasks the committee requests of him or her. Staff shall not have a vote in matters requiring a vote.

9.0 PROCEDURES AND MEETINGS

Meetings shall be at the call of the chair.

The committee is free to adopt its own procedures. In the event that procedures have not been decided and a question as to procedure arises, Robert's Rules of Order shall prevail.

A quorum shall be one half of the total members serving on the CCC at the time. If there are an odd number of members serving on the CCC, quorum shall be one half of the total members plus one. Decisions will normally be made by consensus. If not by consensus, decisions shall be made by majority vote.

10.0 EXPENSES

Expenses shall be kept to the minimum necessary to accomplish committee objectives. To the extent feasible, meetings will be by conference call. Reasonable expenses incurred by CCC members shall, upon application, be reimbursed by the ABCFP. Significant expenses other than meeting and travel expenses (e.g. legal fees) must be authorized by the CEO.