

Terms of Reference



Board of Examiners (BOE)

Revised: March 2016

1. Purpose

The Board of Examiners purpose is defined by Bylaw 7, with its core purpose being to ensure the competence of candidates being registered into the profession.

2. Membership

The board of examiners consists of the following people who are appointed by council:

- 2.1 At least five association members of which at least two shall be RFTs.
- 2.2 Up to two persons who need not be association members.
- 2.3 At least one council member.
- 2.4 Registrar of the association.

Chair (& Vice Chair) appointment:

- 2.5 Council will appoint both a BOE member to serve as the chair to the board as well as a vice chair.

Term of member appointments:

- 2.6 Board members will be appointed for a term of four years with the option to renew for a second term under the advisement of the chair. Upon completion of two terms, and after a waiting period of two years, members may apply to sit again on this committee. Council or CEO however may approve an extension of terms or term length for any committee member under special and extenuating circumstances.

3. Duties, Functions & Responsibilities

The Chair shall:

- 3.1 Nominate new members to the board. In nominating members, the chair shall ensure that the board will exhibit considerable scope, experience, perspectives and expertise in the areas of forestry and forest education.
- 3.2 Establish subcommittees to fulfill the board's objectives as needed.
- 3.3 Regularly liaise with the Council President, CEO and Registrar to identify BOE priorities, explore administrative and policy efficiencies and address issues of strategic concern between the BOE and Council.

- 3.4 Liaise with the Vice Chair to ensure they are knowledgeable and informed to assume to Chair's duties and functions in the Chair's absence.
- 3.5 Develop the meeting agenda, notices, and minutes in consultation with the Registrar.
- 3.6 Ensure that meetings run efficiently and effectively.
- 3.7 Ensure that action items are completed on time.
- 3.8 Whenever possible, notices of meetings will be provided at least one week prior to the designated meeting date.

The Board shall:

- 3.9 Examine the proficiency of candidates for enrolment, registration, or special permits including; candidates for enrolment as Trainee Natural Resource Professionals (T-NRP) and for associate membership as Natural Resource Professionals (NRP).
- 3.10 Advise council on, and develop operational policies and procedures pertaining to:
 - 3.10.1 Academic standards;
 - 3.10.2 Accreditation;
 - 3.10.3 Enrolment;
 - 3.10.4 Registration and sponsorship; and matters leading up to registration, including supporting sponsors
 - 3.10.5 The granting of special permits and accreditations; including those Natural Resource Professionals (NRPs);
- 3.11 Provide input, direction and approval to the Registrar regarding: learning content used in registration course materials and examinations towards the registration of members, including examinations for certificates of accreditation.
- 3.12 Receive and consider recommendations from its subcommittees. The liaison of each subcommittee will be a BOE member and will report at each meeting.
- 3.13 Advise council on such other matters as council requests from time-to-time.
- 3.14 Liaise with other committees:
 - 3.14.1 Professional Practice Committee (PPC) on all practice related issues.
 - 3.14.2 Other ABCFP committees as needed and as described in ABCFP policy.

Council representative(s) shall:

- 3.15 Support the chair to communicate relevant concerns from the BOE to Council.

The Registrar shall:

- 3.16 Work with the chair, subcommittees and council representatives to complete ongoing tasks.
- 3.17 Develop, monitor and approve budget plan and expenditures of the Board in consultation with the chair.
- 3.18 Ensure registration policies are respected in the BOE's development of procedures.

4. Conduct of Meetings

- 4.1 The quorum necessary to conduct official business shall be five (5) or more board members.
- 4.2 If a matter needs to be decided by a vote, all members of the board (including lay members) shall be entitled to one vote. Only one vote will be allocated to council representatives regardless of the number of council representatives on the board.
- 4.3 Matters requiring the board's approval by vote require a simple majority of the members present in order to pass. The Chair is entitled to vote on all matters, but will not have a second or deciding vote. In the event of a tie, the matter is defeated.
- 4.4 If reference to rules of order is required, Robert's Rules of Order shall prevail.

5. Budget

- 5.1 Funds for the Board of Examiners activities shall be administered by the Registrar, consistent with the council's approved annual operating budget, and used for the purposes of:
 - 5.1.1 Committee meetings, including all reasonable expenses incurred by the members of the board and as per ABCFP's Travel Expense Claim Policy,
 - 5.1.2 All such reasonable costs and expenses as may be necessary and incidental to allow the board to fulfill its mandate as set out above; and
 - 5.1.3 All such other extraordinary costs and expenses as may be required and as may be approved by the CEO from time to time.

6. Meeting Schedule & Time Commitment

- 6.1 The board shall meet 4 times per year or more at the discretion of the chair, with in-person meetings scheduled as needed and as budget permits.
- 6.2 The meeting schedules and length of meetings will be at the discretion of the chair.

7. Staff Support

- 7.1 The board shall make use of staff, through the registrar, for completion of administrative tasks.