

## **TERMS OF REFERENCE**

### **FPBC RPF Competency Working Group**

June 17, 2021

#### **1. PURPOSE**

- 1.1. The core purpose of the competency working group (CWG) is to support the needs and interests of the credentials committee (committee) with respect to ensuring competency of foresters in training who have not completed nationally accredited programs. In accordance with FPBC's public interest mandate, the goal of this work is to ensure allied science foresters in training (ASFITs) meet certification requirements for entry into the profession as ethical, competent, and accountable practitioners. Requirements are met when ASFITs complete gap-filling requirements prescribed by the CWG.

#### **2. AUTHORITY**

- 2.1. The credentials committee delegates authority to the CWG under:
  - 2.1.1. PGA 32(5)(b)
  - 2.1.2. bylaw 7-10 (1)(b)
  - 2.1.3. bylaw 7-10) (2)

#### **3. OFFICERS AND POLICIES**

- 3.1. The registrar or designate is responsible for implementing the CWG's decisions.
- 3.2. The CWG follows the registration policy and procedures for the functioning of the working group.

#### **4. MEMBERSHIP**

- 4.1. The CWG consists of the following people who must be appointed by the credentials committee:
  - 4.1.1. at least three practicing RPFs; and
  - 4.1.2. the registrar, or designate.
- 4.2. Terms of office appointments
  - 4.2.1. A single term must not exceed four (4) years
  - 4.2.2. Members may be removed before the expiry of a term by resolution of the credentials committee.
  - 4.2.3. Terms may end before the expiry date if members deliver written notice of resignation to the deputy director of registration or designate.
  - 4.2.4. CWG members and former CGW members are eligible for reappointment to the CWG at any time.
- 4.3. Merit based competencies
  - 4.3.1. Desirable competencies of members include, any combination of:
    - 4.3.1.1. FPBC retired registered professional foresters (RPF)
    - 4.3.1.2. Senior levels of experience in the professional forestry practice areas
    - 4.3.1.3. Current member of the credentials committee
    - 4.3.1.4. Post-secondary educator
    - 4.3.1.5. Administrative justice
    - 4.3.1.6. Knowledge of national certification standards for professional forestry practice

## **5. DUTIES, FUNCTIONS & RESPONSIBILITIES**

- 5.1. Competency Assessment of ASFITs
  - 5.1.1. The CWG will directly and indirectly support the process of assessing ASFITs. This involves participation in the adjudication of ASFIT credentials.
- 5.2. Prescribe gap filling measures
  - 5.2.1. The CWG is responsible for setting individualized gap-filling requirements for ASFITs, based on Credential Assessment Process (CAP) results and relevant supplemental information, submitted post CAP.
- 5.3. Course-based options for meeting FPBC entry standards
  - 5.3.1. The CWG, with support from FPBC staff, should maintain a list of courses available to satisfy the standards of entry for professional forestry.
- 5.4. Continuous improvement of the adjudication process
  - 5.4.1. CWG members will suggest ways to improve the adjudication process to ensure that it is fair, transparent and efficient.
- 5.5. ASFIT discussions, advice and/or make decisions:
  - 5.5.1. CWG members shall take the lead on individual ASFIT decisions on a rotating basis.
- 5.6. FPBC registration team designate will:
  - 5.6.1. organize and moderate CWG meetings.
  - 5.6.2. develop the meeting agenda, notices, ASFIT information packages and CWG prescriptions.
  - 5.6.3. whenever possible, provide notice of meetings at least one week prior to the designated meeting date.
  - 5.6.4. liaise between the CWG and ASFIT candidates.

## **6. CONDUCT OF MEETINGS**

- 6.1. Conflict of Interest
  - 6.1.1. Members must disclose any situations or circumstances where there is a real or perceived conflict of interest. Members must also ensure necessary measures are taken so a conflict of interest does not bias decisions or recommendations.
- 6.2. Quorum
  - 6.2.1. Quorum required for the transaction of business at a meeting is a majority of the CWG.
- 6.3. Decision Making
  - 6.3.1. CWG decisions are made by consensus.
- 6.4. Frequency
  - 6.4.1. An annual schedule of meetings will be established at the outset of each fiscal year dependent on the nature of the CWG's business.
  - 6.4.2. Additional meetings may be called at the discretion of the registration team designate in consultation with members.
  - 6.4.3. The meeting schedules and length of meetings will be at the discretion of the registration team designate in consultation with members.

6.5. Meeting Format

- 6.5.1. The CWG may meet and conduct business in person, or by video, telephone conference, web casting, or an equivalent method of telecommunication that allows all CWG members, ASFITS and their sponsors in attendance to hear and interact with each other.

**7. OPERATING FUNDS AND MEMBER REIMBURSEMENT**

- 7.1. Funds for the CWG activities shall be administered by the registration team designate, consistent with the council's approved annual operating budget, and used for the purposes of:
- 7.1.1. committee meetings, including all reasonable expenses incurred by the members of the CWG and as per FPBC's *Travel Expense Claim Policy*,
  - 7.1.2. all such reasonable costs and expenses as may be necessary and incidental to allow the CWG to fulfill its mandate as set out above; and
  - 7.1.3. all such other extraordinary costs and expenses as may be required and as may be approved by the CEO from time to time.