

# Credentials Committee

## Terms of Reference



**Forest  
Professionals**  
BRITISH COLUMBIA

Approved by: FPBC Board July 2024

Next Revision: July 2029

Revision Tracker	
Date	Revision
June 2024	Various terminology related amendments to reflect naming changes directed by the <i>Professional Governance Act</i> (PGA): council and councillor are replaced by board and board member, FPBC Council is now FPBC Board, FPBC president is now FPBC board chair, FPBC vice-president is now FPBC vice-chair, and FPBC councillors are now FPBC board members.
July 2021	Terms of Reference (ToR) approved.

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## 1 Purpose

The core purpose of the Credentials Committee is to ensure the competence of candidates applying for registration with Forest Professionals British Columbia (FPBC).

## 2 Authority

The FPBC Board delegates authority to the Credentials Committee under:

1. the *Professional Governance Act* [sections 32\(2\)](#), [44\(2\)](#), [45\(1\)](#) and [57](#); and
2. FPBC Bylaws:
  - a. Bylaw 2: Board Operations and Procedures, section 2, part C – Committees;
  - b. Bylaw 5: Registration;
  - c. Bylaw 6: Technical Occupations, Certification Schemes, and Limited Licences; and
  - d. Bylaw 7: Trainees.

## 3 Officers and Policies

1. The Registrar or designate is responsible for implementing Credentials Committee policies and procedures.
2. The Credentials Committee follows the registration policies and procedures for its functioning.

## 4 Membership

1. The Credentials Committee consists of the following people:
  - a. the chair, who must be vetted by the Nomination Committee and appointed by the FPBC Board;
  - b. at least five additional practising registrant committee members appointed by the board, of which at least one shall be a Registered Professional Forester (RPF), and at least one shall be a Registered Forest Technologist (RFT);
  - c. at least one lay member appointed by the board; and
  - d. the Registrar of the regulator or designate.
2. Terms of office appointments:

- a. A single term must not exceed four years.
  - b. A member may serve a maximum of two consecutive terms.
  - c. Former members who have served two consecutive terms may be considered for reappointment after undergoing the statutory committee vetting process.
  - d. Members may be removed before the expiry of a term by resolution of the Board.
  - e. A term may end before the expiry date if members deliver written notice of resignation to the registrar.
  - f. Credentials Committee members and former committee members are eligible for reappointment to the committee at any time.
3. Merit-based competencies:
- a. Desirable competencies of members include any combination of Indigenous awareness; post-secondary education; gender-based analysis plus (GBA+); subject matter expertise; examinations development; policy development; governance; regulation; administrative justice; and/or committee experience.

## 5 Duties, Functions, and Responsibilities

1. The chair shall:
  - a. establish sub-committees/panels/working groups as needed to fulfil the committee's objectives.
  - b. regularly liaise with the Registrar to identify committee priorities, explore administrative and policy efficiencies, and address issues of strategic concern between the committee and board.
  - c. liaise with the vice-chair to ensure they are knowledgeable and informed to assume the chair's duties and functions in the chair's absence.
  - d. ensure meetings run efficiently and effectively.
  - e. ensure action items are completed on time and hold members to account for their responsibilities.
2. The vice-chair may:
  - a. exercise the powers and perform the duties of the chair if the chair is absent or unable to act.
3. The Credentials Committee shall discuss, advise, and/or make decisions on:
  - a. examining the proficiency of candidates for registration, technical occupations, certifications, or limited licences.
  - b. developing operational policies and procedures pertaining to:

- i. academic standards;
    - ii. accreditation;
    - iii. enrolment;
    - iv. sponsorship and matters leading up to practising registration, including supporting sponsors; and
    - v. the granting of limited licences and accreditations.
  - c. providing input, direction, and approval to the Registrar regarding learning content used in registration course materials and examinations towards the full practising status of registrants, including examinations for certificates of accreditation.
  - d. recommendations from its sub-committees/panels/working groups. The liaison of each subcommittee/panel/working group will be a committee member or staff designate and may report at each meeting.
  - e. other matters as the board requests from time-to-time.
4. The Credentials Committee shall liaise with other committees including:
- a. the Audit and Practice Review Committee on all practice related issues; and/or
  - b. other FPBC committees as needed and as described in FPBC policy.
5. The FPBC Registrar or designate shall:
- a. develop the meeting agenda, notices, and minutes in consultation with the chair.
  - b. whenever possible, provide notice of meetings at least one week prior to the designated meeting date.
  - c. facilitate voting as needed.

## 6 Conduct of Meetings

1. Conflict of Interest:
  - a. Members must disclose any situations or circumstances where there is a real or perceived conflict of interest.
  - b. Members must also ensure necessary measures are taken so a conflict of interest does not bias decisions or recommendations.
2. Quorum:
  - a. The quorum required for business transactions at a meeting is a majority of the Credentials Committee, including at least one lay committee member.
3. Decision-making:

- a. If a matter needs to be decided by a vote, all members of the Credentials Committee shall be entitled to one vote.
  - b. Matters requiring the committee's approval by vote require a simple majority of the members present in order to pass.
  - c. The chair is entitled to vote on all matters but will not have a second or deciding vote.
  - d. In the event of a tie, the matter is defeated.
  - e. If a reference to rules of order is required, *Robert's Rules of Order* shall apply.
4. Minutes:
- a. Minutes shall be recorded for all meetings and should include:
    - i. the nature of the meeting, date, time, and place;
    - ii. attendees;
    - iii. actions – discussions, items approved or deferred, receipt of information; and
    - iv. resolutions – adopted or not, outcome of votes, dissenting or abstaining, conflicts of interest.
5. Frequency:
- a. An annual schedule of meetings will be established at the outset of each fiscal year dependent on the nature of the Credentials Committee's business.
  - b. Additional meetings may be called at the discretion of the chair and as budget permits.
  - c. The meeting schedules and length of meetings will be at the discretion of the chair.
6. Meeting format:
- a. The Credentials Committee may meet and conduct business in person, video, telephone conference, web casting, or an equivalent method of telecommunication that allows all committee members in attendance to hear and interact with each other.

## 7 Operating Funds and Member Reimbursement

1. Funds for the Credentials Committee activities shall be administered by the Registrar, consistent with the FPBC Boards's approved annual operating budget, and used for the purposes of:
  - a. committee meetings, including all reasonable expenses incurred by the members of the Credentials Committee and as per FPBC's Travel Expense Claim Policy.
  - b. all such reasonable costs and expenses as may be necessary and incidental to allow the Credentials Committee to fulfill its mandate as set out above.

- c. all such other extraordinary costs and expenses as may be required and approved by the CEO from time to time.