

# Terms of Reference

Date of CEO approval: March 16, 2009



## Continuing Competence Committee (CCC)

### 1.0 PREAMBLE

The ABCFP relies heavily on volunteers to carry out its mandate and functions. The CCC is a committee that deals with competency and continuing education issues for registered, transferring and special permit members. It provides continuous improvement to the three elements of the continuing competence program, adjudicates practice reviews with significant findings, develops draft ABCFP continuing education policies and carries out the duties and functions set out in these terms of reference.

Sections 4 and 9 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.

9 (1) The council may make bylaws as follows:

- (a) regulating the practice of professional forestry, including establishing
  - (iii) quality assurance programs in areas such as continuing education and peer or practice review

The following bylaws apply to this committee:

6.1 Registered members shall:

- 6.1.4 Be subject to the quality assurance programs and continuing competency requirements that may be adopted by council from time-to-time.

6.7 A person who is a Visiting Professional Forester and Transferring Professional Forester shall:

- 6.7.6 Be subject to the quality assurance programs and continuing competency requirements that may be adopted by council from time-to-time and are stipulated on the grant of permit.

6.8 Holders of a limited license shall:

- 6.8.6 Be subject to the quality assurance programs and continuing competency requirements that may be adopted by council from time-to-time and are stipulated on the grant of limited license.

6.9 Associate members shall:

- 6.9.6 Only be subject to the quality assurance programs and continuing competency requirements that may be adopted by council from time-to-time and that council determines is appropriate for the class and category/sub-category of membership.

6.10 Honourary members shall:

- 6.10.7 Only be subject to the quality assurance programs and continuing competency requirements that may be adopted by council from time-to-time and that council determines is appropriate for the class and category of membership.

13.1 The chief executive officer (CEO) appointed by council shall, in consultation with the membership, develop, implement and periodically revise the following quality assurance programs as per the *Foresters Act* which shall be binding on one (1) or more class and/or category of membership as described in Bylaw 6:

13.1.1 A continuing competency program that may contain the following elements:

- 13.1.1.1 A self-assessment element where members annually declare completion;
- 13.1.1.2 A peer review element where members review the member's professional practice, and;
- 13.1.1.3 A practice review element where members are chosen for a practice audit.

## 2.0 NAME

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

## 3.0 PURPOSE

The CCC's primary functions are to assist and advise the chief executive officer<sup>1</sup> in delivering the continuing competency program established by Bylaw 13 and in developing continuing education policies for registered, transferring and special permit members. The CCC concerns itself with periodic revision of the three elements of the continuing competency program, adjudicating practice reviews requiring corrective measures and developing draft policies concerning the continuing education of members.

---

<sup>1</sup> 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.

More specifically, the CCC will:

- a) Receive direction from, and/or propose recommendations, to the chief executive officer commensurate with the continuing competency program objectives;
- b) Revise the self-assessment, voluntary peer review and practice review elements of the continuing competency program periodically based on council, CCC, member, chief executive officer and staff input;
- c) Adjudicate and follow up with practice reviews requiring corrective measures; and
- d) Develop draft continuing education membership policy as per direction from the chief executive officer.

## **4.0 COMPOSITION**

The CCC will be comprised of three to 10 members appointed by, and serving at the discretion of the chief executive officer.

The chief executive officer shall appoint committee members taking into consideration the CCC chair's advice.

As best as possible, composition of the committee should reflect the overall diversity of the membership.

## **5.0 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 deviated from 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.

## **6.0 CHAIR**

The CCC shall elect one of its members to act as chair. The chair shall be the contact point between the CCC and the CEO.

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

## **7.0 STAFF SUPPORT**

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

## 8.0 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.

## 9.0 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 chief executive officer.