

# Terms of Reference



## ABCFP Forest Measurements Board

Date approved by CEO: February 12, 2009

### 1.0 Preamble

Section 4 (2) (f) of the *Foresters Act* states:

“The objects of the association are the following:

(f) To create and administer voluntary certification schemes for technical occupations related to the practice of professional forestry.”

Section 13 of the *Foresters Act* establishes an associate member class. These associate members will voluntarily join the ABCFP after completing certification requirements for technical occupations related to the practice of professional forestry.

Bylaw 5.22 states:

There may be the following categories of associate member;

5.22.1 Certified Forest Measurements Specialists including the following sub-categories:

- 5.22.1.1 Timber cruisers
- 5.22.1.2 Silviculture surveyors
- 5.22.1.3 Scalers
- 5.22.1.4 Waste and residue surveyors
- 5.22.1.5 Vegetation resources inventory samplers
- 5.22.1.6 Wildlife danger tree assessors
- 5.22.1.7 Soil disturbance surveyors
- 5.22.1.8 Visual impact assessors

### 2.0 Purpose and Function

The purpose of the Forest Measurements Board (FMB) is to develop and implement standards, policies and procedures for ABCFP associate membership, including but not limited to preparing, organizing, implementing, adjudicating examinations; approving candidates for associate membership; providing membership information to the ABCFP registrar; application and experience requirements; requirements to maintain associate membership and associate membership continuing competency requirements.

The FMB may establish separate committees to develop standards for ABCFP categories and sub-categories of associate membership. These committees would have the same purpose and function as the FMB.

### **3.0 Relationships & Accountability**

The FMB is appointed by and reports to the ABCFP CEO.

### **4.0 Composition & Term**

The FMB shall be comprised of four to eight associate or registered ABCFP members representing associate member categories and sub-categories and appropriate organizations. With the approval of the FMB and the ABCFP CEO a non-ABCFP member may also be a member of the FMB.

The term of FMB members will be three years with the option of serving for one more three year term.

### **5.0 Meetings, Decision-Making & Support**

Meetings shall be at the call of the chair and business will be conducted by face-to-face meetings and conference calls. The number of face-to-face meetings will depend on the annual budget provided to the FMB.

It is expected that decision-making will be consensual. In the event it is not, the chair may resolve the issue by calling a vote in which a simple majority shall prevail. In the event consensus is not achieved, the position of the minority shall be noted in the minutes.

A meeting quorum will consist of at least three FMB members.

### **6.0 Communications & Accountability**

Members of the FMB may communicate and consult with their constituencies regarding the matters being considered by the FMB but must do so in a constructive, transparent, good faith manner. The FMB as a whole may not undertake any public communications except through the ABCFP CEO.

### **7.0 Budget & Expenses**

Sufficient funding shall be provided by the association to cover FMB meeting and other approved expenses. Coverage of FMB related travel and accommodation will be covered by the ABCFP if FMB members' employers cannot cover these expenses.