

Terms of Reference



Board of Examiners (BOE)

(Revised December 23, 2010)

1.0 Purpose

The Board of Examiners (the board) reports to council and its purpose is defined by Bylaw 7. The board is charged to “examine the proficiency of candidates for enrollment, registration or special permits.” Council may, by resolution, establish policies and procedures for the conduct of Board of Examiners’ business, or may request that the Board of Examiners do so on its own behalf.

2.0 Membership

The Board of Examiners consists of the following people who are appointed by council:

- 2.1 At least one council member
- 2.2 At least five (5) voting members of which at least two (2) shall be RFTs.
- 2.3 Up to two (2) persons who need not be association members .
- 2.4 The board may appoint its own chair at council’s discretion.
- 2.5 The board chair may nominate members to the board who shall serve terms at the pleasure of the chair only after the nominations are approved by council.
- 2.6 In nominating members, the chair shall ensure that the board will exhibit considerable scope, experience and expertise in the areas of forestry and forest education.

3.0 Duties, Functions & Responsibilities

The board shall:

- 3.1 Examine the proficiency of candidates for enrolment, registration, or special permits;
- 3.2 Advise council on, and develop policies and procedures pertaining to:
 - 3.2.1 Academic standards;
 - 3.2.2 Accreditation;
 - 3.2.3 Enrolment;
 - 3.2.4 All other matters leading up to registration not otherwise covered herein;

- 3.2.5 Registration;
- 3.2.6 The granting of special permits; and
- 3.2.7 The maintenance of membership and practice rights within the association.
- 3.3 Conduct examinations, including registration examinations and examinations in subject or course areas deemed necessary and appropriate by council;
- 3.4. Hear and decide upon matters before the Academic Appeals Committee (AAC); and
- 3.5 Advise council on such other matters as council requests from time-to-time.
- 3.6 Liaise with other committees as follows:
 - 3.6.1 The board shall consult with the Professional Practice Committee (PPC) on all practice related issues.
 - 3.6.2 The board shall consult with other ABCFP committees as needed and as described in ABCFP policy.

4.0 Conduct of Meetings

- 4.1 The quorum necessary to conduct official business shall be six (6) or more board members.
- 4.2 If a matter needs to be decided by a vote, each member of the board shall be entitled to one vote.
- 4.3 If reference to rules of order is required, Robert's Rules of Order shall prevail.

5.0 Budget

The Board of Examiners shall have a council-approved budget, funds for which shall be drawn from the association for the purpose of:

- 5.1 Committee meetings, including all reasonable expenses incurred by the members of the board;
- 5.2 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
- 5.3 All such other extraordinary costs and expenses as may be required and as may be approved by council from time to time.

6.0 Meeting Schedule & Time Commitment

- 6.0 Generally, the board shall meet once per month with the exception of the month of August, during which a meeting may not be necessary.
- 6.1 The meeting schedules and length of meetings will be at the discretion of the chair.

7.0 Staff Support

The registrar shall be considered an ex-officio member of the board with no voting rights. Other staff may provide secretarial or consulting services to the board.

8.0 Notices, Agendas & Minutes

The chair and the registrar shall coordinate the production of notices, agendas and minutes. Whenever possible, notices of meetings will be provided at least ten (10) days prior to the designated meeting date.