

Terms of Reference



Professional Practice Committee (PPC)

(Updated: July 2008)

1.0 PREAMBLE

The ABCFP relies heavily on volunteers to carry out its mandate and functions. The PPC is a senior committee providing policy analysis and advice and carrying out the duties and functions set out in these terms of reference.

The primary section of the *Foresters Act* applying to this committee is:

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

- (a) regulating the practice of professional forestry, including establishing
 - (i) standards of practice and codes of ethics and conduct for members,
 - (iii) quality assurance programs in areas such as continuing education and peer or practice review.

2.0 NAME

This committee will be called the Professional Practice Committee or the PPC.

3.0 PURPOSE

The PPC's primary functions are to assist and advise the chief executive officer¹ in delivering strategic plan initiatives established by council. While the board of examiners concerns itself with initiatives leading up to a person's registration with the ABCFP, the PPC concerns itself with initiatives relating to practice and maintenance of membership post registration. The word initiatives, used in this context, includes such things as bylaw proposals, policy analysis, development, and implementation, professional guidance to members and such other related matters.

More generally, the PPC will:

- a) Receive initiatives from and/or propose initiatives to the chief executive officer commensurate with the association's mandate and strategic planning objectives.
- b) Assist the chief executive officer to evaluate and assess the scope, work-plan, resources (including budget), steps, and timelines necessary to develop and deliver planned initiatives.

¹ 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.

- c) Oversee the production, development, and delivery of the initiatives either directly or through the use of subcommittees.

4.0 COMPOSITION

The PPC will be comprised of no more than 12 persons and no more than three may be current council members.

The chief executive officer shall appoint committee members taking into consideration the PPC 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. Ideally, two members of the committee should be replaced each year. The rules for terms of office contained herein, may therefore 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 PPC shall elect one of its members to act as chair. The chair shall be the contact point between the PPC and the chief executive officer.

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 appropriate staff support who shall attend meetings, provide advice, participate in discussions and undertake other tasks the committee requests of them. 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, Roberts Rules of Order shall prevail.

A quorum shall be one half of the total members serving on the PPC at the time. 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 the task. To the extent feasible, meetings will be by conference call. Reasonable expenses incurred by PPC 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 either the chief executive officer or director of professional practice and forest stewardship, acting in their capacities as senior managers and staff of the ABCFP.