

Credentials Committee Chair Profile

November 19, 2021

Overview of Position & Duties and Responsibilities

As a professional regulatory organization, the College of Applied Biologists is committed to acting in the best interests of the public, by ensuring that all members apply, represent and maintain the highest ethical standards of professional conduct and competence. This involves transparency and procedural rigour, employed on behalf of the public, to all deliberations, decision-making or policy.

Appointed by Council, using a Merit Based Selection Framework, the Credentials Committee Chair provides strategic leadership and support in overseeing Credentials assessments and limited license registration collaboratively with Senior College staff to aid the College in meeting its mandate of protecting the public interest.

Core duties and accountabilities:

- Chairs Credentials Committee and all [its functions](#)
- Chairs Credentials Assessors Working Group meetings
- Regularly interacts with Registrar to provide guidance and support to Credentials assessment and process
- Works with Committee members, Working Group members and Senior staff to provide strategic direction to Credentials initiatives
- Attends and constructively participates in other Working Group and/or Task Force meetings (when/if required)

Qualifications, Knowledge, and Skills Requirements:

- Must have been an active member continuously registered with the College of Applied Biologists for five (5) years
- Is experienced/familiar with the College's Credentials Program and processes
- Be willing and able to attend training in administrative justice/fairness
- Ability to meet timelines and assess files in a timely manner
- Proven ability to work with confidential files
- Current knowledge of resource management in BC
- Current knowledge of key legislation governing resource management in BC
- Familiarity with:
 - administrative law principles
 - good governance principles
 - Roberts Rules of Order
 - Policy development

Demonstrate competency in three (3) of the following areas:

- Leadership - Demonstrated confidence and good judgment in directing the efforts of others to achieve desired outcomes, while modeling respect, commitment, integrity and accountability
- Strategy - Understanding of and experience with an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy
- Governance - Understanding and knowledge of board governance and the roles and responsibilities of board members, usually demonstrated through previous board experience
- Regulatory Understanding - Knowledge of regulations and regulatory organizations, including the purpose of regulation, gained from working with legislation, having experience being a part of a regulator, or working in a heavily regulated industry
- Human Resources - Knowledge and understanding of HR policies related to employees and volunteers, including equity, diversity and inclusion policies, performance management, and succession planning and ensuring sufficient resources to fulfill an organization's responsibilities

Personal Characteristics:

- High ethical standards, professionalism and integrity
- Demonstrated leadership abilities
- Ability to make difficult decisions
- Sound judgement
- Willingness to consider alternative opinions
- Strategic & tactical thinker
- Commitment to serving the public interest
- Patience and the ability to work with a team
- Objectivity and independent perspective
- Respected and respectful
- Innovative and solutions oriented

Commitment Required:

- Annual commitment time is approximately 50 hours per year including:
 - Minimum one (1) in person Committee meeting per year ((expenses paid for by the College)
 - Minimum one (1) in person Examiners Working Group meeting per year (expenses paid for by the College)
 - Minimum four (4) committee virtual meetings per year
 - Minimum one (1) Credential Assessor Working Group virtual meeting per year
 - Attend, if necessary, meetings with other College Committees, working group(s) or task force(s) and partners (i.e. government, regulators, etc.)
- Adhering to the Committee [Oath of Office](#)