



Credentials Committee Lay Member Profile

Overview of Position & Duties and Responsibilities

As a professional regulatory body, the College of Applied Biology mandate is to protect the interests of the public, by ensuring that all registrants apply, represent and maintain the highest ethical standards of professional conduct and professional practice competence. This is achieved through regulating registrants, both professional and in training. This involves transparency and procedural rigour, employed on behalf of the public, to all deliberations, decision-making or policy.

Council appointed, Credentials Committee (CC) Lay members support the CC Chair in providing strategic leadership and support in overseeing and delivering the [College's Credentials Program](#) to help aid the College in meeting its mandate of protecting the public interest.

Core duties and accountabilities:

- Along with registrant committee members, leads the policy and procedure development for the Credentials Program for all registrant categories
- Attends and constructively participates in all CC meetings
- Represents the public interest

Qualifications, Knowledge, and Skills Requirements:

- Proven ability to work with confidential files
- Be willing and able to undertake training to become familiar with the College's Credentials Program and processes
- Be willing and able to attend training in administrative justice/fairness
- Knowledge of regulatory and statutory processes
- Understanding of policy development
- Must NOT be a registrant of the College of Applied Biology

Demonstrated competencies in two (2) 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
- 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

Personal Characteristics:

- High ethical standards, professionalism and integrity
- Ability to make difficult decisions
- Sound judgement
- Willingness to consider to 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 four (4) days per year including:
 - Minimum one (1) in person Committee meeting per year (expenses covered by the College)
 - Active participation on minimum six (6) committee remote meetings per year
- Adhering to the statutory Oath of Office as mandated by the Professional Governance Act.