



Investigations 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 registrants 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 Investigations Committee Chair provides strategic leadership and support in overseeing the Complaints and Investigations process collaboratively with Senior College staff to aid the College in meeting its mandate of protecting the public interest.

Core duties and accountabilities:

- Chairs Investigations Committee and [its functions](#)
- Regularly interacts with Registrar to give oversight and support to complaints and investigations processes
- 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 Complaints and Investigations processes
- Available and willing to complete training in investigative procedures.
- 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 Roberts Rules of Order

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 70 hours per year including:
 - Minimum one (1) in person Committee meeting per year (expenses paid for by the College)
 - Minimum five (5) virtual committee meetings 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](#)