



NOTICE OF POSITION

COLLEGE OF APPLIED BIOLOGISTS

AUDIT & PRACTICE REVIEW COMMITTEE LAY MEMBER

July 2022

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Structure and Mandate

The College of Applied Biologists regulates the profession of applied biology in British Columbia. The College was created by the *College of Applied Biology Act* in 2003. It was the only legislation of its kind in North America, and was the first time applied biologists have been granted full professional status through self-governing legislation. In 2021, the College and its registrants came under the *Professional Governance Act*.

The College's office is located in Victoria, BC. The organization employs nine full time employees and has an annual budget of approximately 1.3 million dollars. The College currently regulates over 3100 registrants. Detailed information about the College and its operations can be found here: <https://www.cab-bc.org/protecting-public-interest>

Strategic Direction

The Audit and Practice Review programs and results are used to proactively monitor registrants' practice compliance with College requirements and the *Professional Governance Act* to ensure that the public's interest and professional standards are being met. Outcomes from the Committee will provide strategic direction to

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improve the College's Audit and Practice Review program(s) and processes and to identify areas where additional policy, standards, practice guidance, and development or training for registrants may be needed. The purpose of the Audit and Practice Review Committee (APRC) is to:

- oversee in collaboration with the Director of Practice/Deputy Registrar the Audit and Practice Review programs;
- provide direction to associated Audit Assessors and Practice Review Assessors working groups;
- review Committee and Audit Assessors and Practice Review Assessors working groups recommendations and make a determination on audit and practice review file(s);
- review, evaluate and provide recommendations on policies and associated College standards, and practice guidance for the College's Audit and Practice Review program(s); and
- report back to and provide recommendations to Council

More information about the programs overseen by the APRC can be found here:

<https://www.cab-bc.org/audit-program>

More information about the APRC can be found in its terms of reference (TOR):

<https://www.cab-bc.org/file-download/audit-and-practice-review-committee-terms-reference-nov2021-approved>

Vacant Position(s)

APRC Lay Member

Lay members of the APRC represent the public and support the APRC Chair in providing strategic leadership and support in overseeing and delivering the Audit and Practice Review Programs to help aid the College in meeting its mandate of protecting the public interest.

Diversity and Inclusion

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People from all regions of our province are invited to help support the province's self-regulating professions. Consideration will be given to qualified individuals with a broad range of backgrounds in community, labour and business environments. The selection process will recognize lived experience and volunteer roles as well as paid employment and academic achievements.

To support an inclusive environment that reflects the diversity of our province, women, visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in public sector tribunal appointments are encouraged to put their names forward for appointments.

Responsibilities and Accountabilities

- Along with registrant committee members, leads the policy and procedure development for the Audit & Practice Review Program
- Attends and constructively participates in APRC meetings
- Attends and constructively participates in meetings with Audit Assessors and Practice Review Assessors
- Represents the public interest

Competencies/Attributes

There is currently one vacancy on the committee.

Two (2) of the following demonstrated competencies are required for the position currently under consideration:

- 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

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legislation, having experience being a part of a regulator, or working in a heavily regulated industry

The following are the attributes sought for the position currently under consideration:

- Be willing and able to attend training in:
 - administrative justice/fairness; and
 - College’s registration, continuing education, audit and practice review programs.
- Proven ability to work with confidential files
- Knowledge of regulatory and statutory processes
- Knowledge of natural resource management in BC
- Understanding of policy development

Note: Applicants for this position must NOT be a registrant of the College of Applied Biologists; likewise, as per the *Professional Governance Amendment Act*, applicants must NOT currently be a member of the Council or Board of any other regulatory body which is listed under the *Professional Governance Act*.

Time Commitment

Annual commitment time is approximately 40 hours per year including:

- Minimum one (1) in person Committee meeting per year (expenses paid for by the College)
- Minimum one (1) in person Audit Assessors Working Group meeting per year (expenses paid for by the College)
- Active participation on minimum four (4) committee virtual 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.)

Term

As per College bylaws Part 2, Division 3, section 2-10 (2), members appointed to the

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APRC serve a maximum three (3)-year term and may be reappointed. A committee member may not serve more than six (6) consecutive years.

Compensation

Consequent to the College bylaws Part 2, Division 3, section 2-6 (4):

“Committee members must not be remunerated for activities undertaken as Committee members, but must be reimbursed, in accordance with the Travel and Expense Policy, for all expenses incurred while engaged in the affairs of the College.”

Personal Attributes

All committee members should possess the following personal attributes:

- 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

List of Current Members

A list of all committee members is available at: <https://www.cab-bc.org/page/college-council>

Senior Executives:

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- Christine Houghton, Chief Executive Officer, ceo@cab-bc.org
- Shona Lawson, RPBio, Registrar & Director of Compliance registrar@cab-bc.org
- Mike Engelsjord, RPBio, Director of Practice director_practice@cab-bc.org

Process for Submitting Applications

To apply, please fill out the College's volunteer application form, indicate that you are applying for a Lay committee member position and upload the application using the form found [here](#). More instructions on submitting the application can be found on the same page linked above. Please note you must first download the application form and then open it in Adobe -- not in your browser. Any information entered into the form within your browser window CANNOT be saved.

Alternatively, you may submit an Expression of Interest in serving on this board by clicking on the "Apply" button at the top of this page. For more information on the board, refer to the [Directory of Organizations](#) website. For information on the Crown Agencies and Board Resourcing Office (CABRO) refer to [CABRO](#) website.

British Columbia Appointment Guidelines

Appointments to British Columbia's public sector organizations are governed by written [general conduct guidelines](#).