



Councilor Expectations 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.

The Council is the governing board of the College, responsible for sound financial management, strategic planning and implementation of the strategic plan, and ensuring that the College meets its primary mandate of **protecting the public interest**.

Council members have a responsibility to:

- Adhere to the Oath of Office
- Understand and fulfill responsibilities of the College and its duly constituted Committees, Working Groups and Task Forces;
- Conduct the affairs of the College in full compliance with the *Act* and bylaws at all times;
- Conduct the affairs of the College in full compliance with other applicable *Acts* and statutes (i.e. *Freedom of Information and Protection of Privacy Act*, Canadian Charter of Rights and Freedoms, etc.);
- Be aware of and understand applicable College policies (i.e. Travel and Expense Policy, Respectful Workplace Policy, etc.)
- Prepare for meetings and be fully engaged in discussions (Council, Committee, Working Group, Task Force);
- Attend regular Council meetings, either in-person or virtually (accommodation can be made for extenuating circumstances if made aware to the President and CEO in advance);
- Be a constructive participant on a minimum of one (1) Working Group, or Task Force (if an appropriate body has been constituted)
- Attend meetings in accordance with the approved Terms of Reference for individual Working Groups and Task Forces;
- Provide strategic oversight to the College's initiatives to ensure alignment with the strategic plan and achievement of agreed upon goals and objectives;
- Ensure effective financial strategies;
- Exercise good judgment in decisions brought to Council, Working Group, Task Force or developed by a Committee;
- Declare any real or perceived conflict of interest of a personal or organizational nature;
- Conduct themselves in an ethical, respectful and professional manner;
- Respect the confidential nature of any information considered in closed or In Camera sessions;
- Recognize that once Council has formed a position only the President, CEO, and other person(s) tasked with representing Council, shall convey Council's position in all communication with committees, staff, College registrants, government agencies, external bodies, media and others;

I have read and understood the above expectations of a Council member.

Signature:

Date: