



## NOTICE OF POSITION

**COLLEGE OF APPLIED  
BIOLOGISTS**

**CREDENTIALS COMMITTEE  
LAY MEMBER**

**July 2022**

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Analyst by email at [abc@gov.bc.ca](mailto:abc@gov.bc.ca), by telephone at 778 974-6330 or by mail PO Box 9416 Stn Prov Govt, Victoria, BC V8W 9V1

### **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 Credentials Program and results are used to ensure registrants meet the College's high standards and competency requirements for entrance into the College and to ensure that the public's interest is being met. Outcomes from the

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Committee will provide strategic direction to improve the College's Credentials Program 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 Credentials Committee is to:

- oversee in collaboration with the Registrar the Credentials Program;
- oversee the recruitment process for Credentials Assessors and makes recommendations for appointment to the CEO
- exercise responsibility over the development of fair, impartial, and transparent standards, guidelines, policies, and procedures for the Credentials Assessors
- provide direction to associated Credentials Assessors and task force(s);
- review Committee and Credentials Assessors and task force(s) recommendations and make a determination on credentials files(s);
- review, evaluate and provide recommendations on policies and associated College standards, guidelines, and practice for the College's registrant and Credentials Program; and
- report back to and provide recommendations to Council

More information about the Credentialing program overseen by the Credentials Committee can be found here: <https://www.cab-bc.org/introduction-registration>

More information about the Credentials Committee can be found in its terms of reference (TOR): <https://www.cab-bc.org/file-download/credentials-committee-terms-reference-nov2021-approved>

## Vacant Position(s)

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### Credentials Committee Lay Member

Lay members of the Credentials Committee represent the public and support the Credentials Chair in providing strategic leadership and support in overseeing and delivering the Credentialing Program to help aid the College in meeting its mandate of protecting the public interest.

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### **Diversity and Inclusion**

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 Credentials Program for all registrant categories
- Attends and constructively participates in all Credentials Committee meetings
- 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 legislation, having experience being a part of a regulator, or working in a

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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 program.
- 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 Credentials Assessors meeting per year (expenses paid for by the College)
- Active participation on minimum four (4) committee virtual meetings per year

### Term

As per College bylaws Part 2, Division 3, section 2-9 (2), members appointed to the Credentials Committee serve a maximum three (3)-year term and may be reappointed. A committee member may not serve more than six (6) consecutive years.

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### 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

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

### Senior Executives:

- Christine Houghton, Chief Executive Officer,  
[ceo@cab-bc.org](mailto:ceo@cab-bc.org)

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- Shona Lawson, RPBio, Registrar & Director of Compliance  
[registrar@cab-bc.org](mailto:registrar@cab-bc.org)
- Mike Engelsjord, RPBio, Director of Practice  
[director\\_practice@cab-bc.org](mailto:director_practice@cab-bc.org)

### Process for Submitting Applications

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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

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