



Audit and Practice Review Committee: Terms of Reference

June 2024

Next review: 2026

Purpose

The purpose of the Audit and Practice Review Committee (APRC) is to:

- Oversee in collaboration with the Director of Practice/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 files;
- review, evaluate and provide recommendations on policies and associated College standards, guidelines, and practice for the College's registrant Audit and Practice Review processes and programs; and
- report back to and provide recommendations to the Board.

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 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.

Membership

- The Committee is appointed by the Board using a merit-based selection framework.
- Membership will consist of up to nine (9) members including the chair.
- The Audit and Practice Review Committee must include the following:
 - two (2) practicing registrants who have been appointed as an auditor or an Audit Assessor;
 - two (2) practicing registrants who have never been appointed as an auditor or an audit assessor;
 - one (1) Lay member not serving on the Board; and
 - a chair who is a practicing registrant and is experienced as an audit assessor.
- The chair and registrants serve a maximum three- (3-)year term.
- Members can be reappointed but may not serve for more than six (6) consecutive years.
- The CEO, Director of Practice/Registrar will be additional *ex-officio* committee members plus other staff, as needed.
- The Board may include a trainee registrant in an *ex-officio* capacity on the committee.



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- The Board must make reasonable efforts to ensure that committee members are appointed according to the College's DEI policy.

Meetings

- Meetings will occur at the request of the chair, member of the committee or College staff.
- Meetings will be attended by the Committee, College staff, and others upon request (e.g., Audit and Practice Review Assessors).
- Quorum required for meetings will be a minimum of three (3) registrants (including the chair) and one (1) Lay member.
- Notes of all meeting proceedings will be available to any member of the Board upon request.
- Written reports may be submitted to the Executive Governance Committee or Board or may be given verbally by the chair of the committee or designate.

Duties and Responsibilities

It is expected that Committee members will make every effort to attend meetings and prepare for meetings in advance.

All information and materials developed by the Committee will be held in confidence and will not be shared with parties outside the College of Applied Biologists unless a formal decision has been made to communicate to external parties or organizations or it is a statutory requirement.

Resources and Budget

The Committee will operate within the budget allocated by the Board of the College of Applied Biologists. Should unforeseen expenses occur, the chair will seek authority to overextend the budget.

Deliverables

Program

- Process a file(s) in accordance with College policy(ies), standards, guidelines, and practices.
- Provide input to the Board and Committees to inform College's Audit and Practice Review policies, standards, guidelines, and practices program(s).
- Collaborate with other committees as required.
- Prepare annual or quarterly reports to the Board and other committees, as required.

Strategic

- Develop recommendations for the Board on strategies and approaches to advance the Audit and Practice Review programs.
- Provide recommendations to the Board on Audit and Practice Review policies, standards and bylaw changes.