

Audit and Practice Review Committee Member Position Profile

Overview of Position & Duties and Responsibilities

As a professional regulatory organization, the College of Applied Biologists is committed to upholding the public interest 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.

Board appointed, Audit and Practice Review Committee (APRC) members support the APRC Chair in providing strategic leadership and support overseeing and operating the Audit and Practice Review Programs as part of the College's mandate of protecting the public interest.

Core duties and accountabilities:

- Attends and constructively participates in all APRC meetings
- Reviews and recommends new policy and standard revisions to the Board for the Audit & Practice Review Programs
- Attends and constructively participates in meetings with Audit and Practice Review Assessors
- Evaluates and recommends to the CEO or Board appointment of an Audit Assessor(s) and a Practice Review Assessor(s)
- Determines registrants to participate in the annual audit program, supervises the audit process and makes a final determination of an audit as per [Policy 8 – 200](#)
- Supervises the practice review process, determines the scope of a registrant's practice review and makes a final determination of a Practice Review as per [Policy 8 – 300](#)
- Decides a registrant's request for an extension or exemption to the audit or practice review process as per [Policy 8 – 400](#)
- Works with the College's Executive, Board and Senior staff to provide strategic direction to College initiatives

Qualifications, Knowledge, and Skills Requirements:

- A sound understanding of the College of Applied Biologists and its mandate of protecting the public interest
- Must have five (5) years practice experience as an applied biology professional (if filling a registrant committee member position)
 - If filling the Lay committee position, must NOT be a registrant of the College
- Must have experience as an Audit Assessor (if filling an Audit Assessor committee position – see [College bylaws, Part 2, Division 3, section 2-10 \(4\)](#))
- Represents the public interest (if filling the Lay committee position – see [College bylaws, Part 2, Division 3, section 2-10 \(4\)](#))
- Ability to meet timelines and assess files in a timely manner
- Proven ability to work with confidential files
- Familiarity with the College's Code of Ethics and Professional Conduct

- Available and willing to complete training in investigative procedures
- Available and willing to complete training in administrative justice/fairness

Must be able to demonstrate competency in a minimum of two (2) 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
- 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

Personal Characteristics:

- 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

Commitment Required:

- 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.)
- Adhering to the Committee Oath of Office