

Board Member 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 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.

The Board of the College is 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**.

Board 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 (Board, Committee, Working Group, Task Force);
- Attend regular Board meetings, either in-person or virtually (accommodation can be made for extenuating circumstances if made aware to the Chair of the Board 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 the Board, 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 the Board has formed a position only the Chair of the Board, CEO, and other person(s) tasked with representing the Board, shall convey the Board'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 Board member.

Signature:

Date: