

Credentials 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, Credentials Committee members support the Chair by providing strategic leadership, overseeing and delivering the College's credentials assessments to help aid the College in meetings its mandate of protecting the public interest.

Core duties and accountabilities:

- Attends and constructively participates in all committee meetings
- Reviews and recommends new policy and standard or revisions to existing ones to Board for Registration
- Reviews and approves new guidelines or procedures or revisions to existing ones for Registration
- Evaluates and approves limited license registration applications ([see College Bylaws Division 3 section 5-5\(1\)](#))
- Reviews and recommends new guidance for the Registration
- Attends and constructively participates in meetings with Credential Assessors
- Evaluates and recommends to the CEO appointment of a Credentials Assessor(s)
- Oversee applications for Reviews on the Record (see [College Bylaws Division 3 section 5-11](#))

Qualifications, Knowledge, and Skills Requirements:

- A sound understanding of the College of Applied Biologists and its mandate of protecting the public interest
- Ability to meet timelines and assess files in a timely manner
- Proven ability to work with confidential files
- Must have (5) years practice experience as an applied biology professional (if filling a registrant committee member position - see [College Bylaws, Part 2, Division 3, section 2-9 \(4\)](#))
- Must be a current Credentials Assessor (if filling the Credential Assessor committee position - see [College Bylaws, Part 2, Division 3, section 2-9 \(4\)](#))
- Represents the public interest (if filling the Lay committee position - see [College Bylaws, Part 2, Division 3, section 2-10 \(4\)](#))
- Familiarity with the College's Credentialing Professional
- Available and willing to complete training in administrative justice/fairness

Demonstrated competencies in 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
- Human Resources - Knowledge and understanding of HR policies related to employees and volunteers, including equity, diversity and inclusion policies, performance management, and succession planning and ensuring sufficient resources to fulfill an organization's responsibilities

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 covered by the College)
 - Minimum one (1) in person Credentials Assessors meeting per year (expenses covered by the College)
 - Active participation on minimum four (4) committee virtual meetings per year
- Adhering to the Committee Oath of Office