

Investigations 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, Investigations Committee members support the IC Chair by overseeing the College's Complaints and Investigations process as part of the College's mandate of protecting the public interest.

Core duties and accountabilities:

- Attends and constructively participates in all Investigations Committee meetings
- Oversees the investigation processes
- Adjudicates complaints and investigation files
- Appoints an inspector(s) who may or may not be a subject matter expert(s)
- Take extraordinary actions to protect the public

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
- Familiarity with the College's Code of Ethics and Professional Conduct.
- 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 2-11 \(4\)](#))
- Represents the public interest (if filling the Lay committee position – see [College Bylaws, Part 2, Division 3, section 2-10 \(4\)](#))
- Available and willing to complete training in investigative procedures.
- Available and willing to complete training in administrative justice/fairness.

Demonstrated competency 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 60 hours per year including:
 - Minimum one (1) in person Committee meeting per year
 - Active participation on minimum five (5) virtual committee 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