

Vice Chair

Overview of Position & Duties and Responsibilities

As a professional membership organization, the College of Applied Biologists is committed to acting in the best interests of the public, by ensuring that all members 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.

Elected by Registrants, the Vice Chair provides strategic leadership in delivering on the College of Applied Biologists' mandate of protecting the public interest. Registrants who are elected to the Vice Chair position on a three-year term shall act as the Vice Chair in the first year of their term, [as Chair in their second year](#), and as Past Chair in their third year.

Core duties and accountabilities:

- Attends and constructively participates in all Board meetings
- Attends and constructively participates in Committee, Working Group and/or Task Force meetings
- Works with the College's Executive, Board and Senior staff to provide strategic direction to College initiatives
- Acts as Chair at Board and Executive meetings in the absence of the Chair
- Regularly interacts with Executive Members and CEO to provide guidance and support
- Works with Board members, Committee Chairs and Senior staff to provide strategic direction to College initiatives
- Represents the College and the College's mandate and positions with all stakeholders including:
 - Governments (Federal, Provincial, Municipal and Indigenous)
 - Partner regulatory associations
 - Media
 - Industry/Business community
 - Community and environmental organizations

Qualifications, Knowledge, and Skills Requirements:

- Must have served at least one (1) year on Board in the last five (5) years or served at least two (2) years in the last five (5) years on a statutory committee
- Must have been an active member continuously registered with the College of Applied Biologists for the preceding five (5) years
- Current knowledge of resource management in BC
- Current knowledge of key legislation governing resource management in BC
- Familiarity with:
 - administrative law principles
 - financial and budget management
 - good governance principles

- Roberts Rules of Order
- Policy development

Must be able to demonstrate competency in a minimum of three (3) 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
- Financial Literacy - Understanding of financial statements, cash flow, budgeting, financial planning and investing that allow an organization to make informed and effective decisions about their financial resources
- Risk Management - Knowledge of enterprise risk management, risk assessment, and risk policies and procedures to enable effective risk management oversight of the organization
- Governance - Understanding and knowledge of board governance and the roles and responsibilities of board members, usually demonstrated through previous board experience
- 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
 - Strategic planning and implementation

Personal Characteristics:

- High ethical standards, professionalism and integrity
- Demonstrated leadership abilities
- Ability to make difficult decisions
- Sound judgement
- Willingness to consider 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:

- Term of position is one-year but elected term is three years inclusive of terms as Chair and Past Chair
- Annual commitment time is approximately 30 days per year including:
 - Minimum four (4) Board meetings per year
 - Monthly Executive meetings (teleconference)
 - Three (3) half-day face to face Executive meetings per year
 - Attending when possible governance meetings
 - Attending when necessary meetings with partners (i.e. government, regulators, etc.)
- [Adhering to the Board member Expectations and Responsibilities Agreement](#)
- Swearing of Oath of Office

