

## College Board Member

### 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 the College conducts volunteer appointments in a fair and transparent manner. This transparency and procedural rigour requires the College to operate a merit-based nomination procedure for volunteers wishing to serve on the Board or on committees.

Elected by Registrants, Board members support the Chair and Executive in providing strategic leadership and support in delivering on the College of Applied Biologist's mandate of protecting the public interest.

### Core duties and accountabilities:

- Attends and constructively participates in all Board meetings
- Attends and constructively participates in Working Group and/or Task Force meetings
- Works with the College's Executive, Board and Senior staff to provide strategic direction to College initiatives
- Represents the College and the College's mandate and positions with all partners including:
  - Governments (Federal, Provincial, Municipal and Indigenous)
  - Partner regulatory associations
  - Industry/Business community
  - Community and environmental organizations

### Qualifications, Knowledge, and Skills Requirements:

- Must have been an active registrant in good standing continuously registered with the College of Applied Biologists for the preceding three (3) years
- Current knowledge of resource management in BC
- Current knowledge of key legislation governing resource management in BC

### 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
- 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
- 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:**

- Annual commitment time is approximately 20 days per year including:
  - Minimum four (4) in-person Board meetings per year
  - Active participation on minimum one (1) working group or task force that will involve preparatory work and constructive participation in in-person meetings and/or teleconferences
  - Participation in regional information/CPD events
  - Attending if necessary meetings with partners (i.e. government, regulators, etc.)
  - Being the meeting monitor in at least one (1) Board meeting
- Adhering to the Oath of Office and Board member Expectations and Responsibilities Agreement