

British Columbia Institute of Agrologists

Credentials Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists' (BCIA) Credentials Committee ("Committee") is established in accordance with Section 44 of the *Professional Governance Act* (SBC 2018) ("PGA") and the BCIA Bylaws ("Bylaws") as amended from time to time.

2. Mandate

- Ensure new Registrants admitted to the BCIA meet the then-current qualification requirements;
- Oversee the Articling Program; and
- Act in accordance with policy governance principles, with all operational decisions to be made by management of the BCIA.

3. Functions and Responsibilities

In compliance with Section 32(2) of the PGA, the BCIA Council ("Council") authorizes this Committee to:

- Maintain awareness of trends in educational programs and areas of expertise in which Registrants of BCIA may practice;
- Review applications within a reasonable period using the then-current qualification requirements to determine if applicants should be accepted as a Registrant of the BCIA and placed into the Articling Program;
- Provide rationale or recommendations to applicants who do not meet qualification requirements; and
- Remain flexible regarding current areas of expertise and, when necessary, recommend to the BCIA Council ("Council") amendments to the Articling Program.

4. Terms of Reference Amendments

- The Chair of the Committee or the BCIA Governance Committee may submit recommendations for amendments to Council for consideration; and
- Council may make amendments to the Terms of Reference in consultation with the Committee.

5. Membership

- The Committee shall not exceed 15 members consisting of up to five (5) lay members plus up to ten (10) BCIA Registrants in good standing;
- Council shall appoint the Chair and members of this Committee;
- Upon enactment of Section 32(7)(c) of the PGA, all Candidates for the Chair of this committee must be vetted by the BCIA Nomination Committee, with specific attention to the merit-based selection principles found in Section 25(1) of the PGA; and
- BCIA Councillors are prohibited from being a member of this committee.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit draft minutes to Council within 14 days of each meeting, with the final minutes to be provided to Council after acceptance at the next meeting of the Committee;
- An annual written report outlining the activities of the Committee shall be provided to the Chief Executive Officer ("CEO") of the BCIA by the Chair at least 31 days prior to the scheduled date for the BCIA AGM;
- Upon request, updates shall be provided to the BCIA Communications Working Group for updating Registrants on activities and issues;
- The Chair shall communicate Committee business to Council; and

- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

- The terms of office for all Committee members shall be two (2) years from the date of their respective appointment by Council. Whenever possible, appointments of committee members shall be staggered to ensure overlap of newly appointed and returning members; and
- Committee members may serve a maximum of three (3) consecutive terms for a total of six (6) years unless Council grants an extension of a member's tenure.

8. Quorum

- A simple majority, which must include at least one (1) lay member, shall constitute a quorum of the Committee.

9. Decision Process

- With respect to the review of an application that the Registrar has not already approved in accordance with the Bylaws, the Chair and two (2) Registrant members of the Committee shall be constituted as a review Panel for that application;
- A Panel shall, after reviewing the respective application, provide its recommendations to the Committee as a whole, the approval or rejection of which requires a formal motion of the Committee;
- The Committee shall strive to conduct its general business by consensus. For any matters that require a specific decision such as recommendations to Council for legislative, Bylaw, or eligibility requirement amendments, the Chair shall call and record a vote of the Committee members; and
- The Chair shall not vote except in the event of a tie vote of the Committee members.

10. Meetings

- The Committee will hold meetings at the call of the Chair a minimum of twice per calendar year, either in person or by electronic means. The Chair shall consider the travel and weather challenges faced by Committee members when choosing dates for Committee meetings.

11. Annual Work Plan and Budget

- An annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee and submitted by the Chair prior to December of each year to Council for consideration;
- The BCIA CEO must approve any amendments to an approved budget greater than one thousand dollars prior to expenditure; and
- Required legal services outside of services available from the BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the CEO or President of the BCIA prior to initiating outside legal advice requests.

12. Staff Contact and Roles

- The Registrar or Deputy Registrar of the BCIA shall participate in meetings of the Committee; and
- At the request of the Chair to the CEO, BCIA staff may be approved to support the Committee as required.

13. Succession Planning

- Within the Annual Work Plan outlined above the Chair shall advise the BCIA Nomination Committee and the CEO, of each Committee member(s) term expiration date.