

THE BCIA
2013-2018
STRATEGIC PLAN



Building and Maintaining a Strong B.C. Institute of Agrologists (BCIA)

The BCIA is incorporated under the terms of the *Agrologist's Act (2003)* (herein referred to as “the *Act*”). The purpose of the BCIA is to ensure delivery of the *Act*. With particular attention to:

- upholding and protecting the public interest by preserving and protecting the scientific methods and principles that are the foundation of the agricultural and natural sciences;
- upholding the principles of stewardship that are the foundation of agrology; and
- ensuring the integrity, objectivity and expertise of its members.

The BCIA has the following mission:

The mission of the British Columbia Institute of Agrologists is to ensure the professional integrity and competency of its members and to protect the public interest in the sustainable use of resources.

The BCIA will continue to emphasize the following six areas to achieve its mission:

1. Maintaining standards of conduct;
2. Providing a certification process that includes educational standards and professional development;
3. Applying and promoting scientific principles;
4. Communicating with the membership and Branches;
5. Facilitating informed discussion and decision-making; and
6. Promoting the profession and liaising with other related or similar institutes.

The *Agrologist's Act* of 2003 binds the Institute to a set of criteria to which the Institute must ensure compliance for its own operations and those of its members. In fall 2012, another review of the Strategic Plan was undertaken. The following are considered

viable for the term 2013-2018. Activities which are necessary to ensure this compliance and which support the Institute's mission include:

1. Appoint a Standing Conduct and Discipline Committee with the following responsibilities:
 - (a) establish and/or refine clear areas of practice
 - i. reflect the definition in the *Act*
 - ii. incorporate into the member's handbook, which is made available on the Institute's website
 - (b) compile a set of appropriate Standard Operating Practices
 - (c) engage in the conduct and discipline process as required by the *Act* and bylaws
 - (d) establish a practice audit structure.
2. Appoint a Standing Credentials Committee with the following responsibilities:
 - (a) review annually the eligibility criteria
 - (b) execute an admittance process
 - (c) evaluate applicants for suitability and admittance to the Institute
3. Appoint a Standing Professional Practices Committee with the following responsibilities:
 - (a) review assessment parameters for professional development and develop member communication packages
 - (b) assess the development of meaningful professional development opportunities for members that are supported by the BCIA (i.e. Provincial and/or Branch funding) to ensure equitable access to opportunities for all members
 - (c) review terms for Professional Practices auditors, and implement mentoring parameters for Professional Practices audit trainers
4. Appoint a Standing Communications Committee with the following responsibilities:
 - (a) ensure regular communications with, and support for, the general membership through a variety of communication vehicles
 - i. assists in broadening the perspectives and knowledge of members
 - ii. incorporate scientific articles/scientifically newsworthy articles
 - (b) compile a member's handbook made available on the Institute's website, which includes
 - i. areas of practice
 - ii. structure and governance
 - iii. council and branch responsibilities
 - iv. articling agrologists and mentor program and resources
 - v. elections and nominations
5. Appoint a Standing Discipline Hearing Committee under authority of Section 10 of the *Act* and Section 92 (d) of the Bylaws with the following responsibilities:
 - (a) conduct discipline hearings following issuance of citation
 - (b) report to Executive and Council of the outcomes of the hearings

6. Appoint a Standing Governance Committee with the following responsibilities:
 - (a) review and amend the bylaws annually to reflect the experience of working with the bylaws from the past year.
 - (b) review committee responsibilities and amend the bylaws as necessary.
 - (c) establish a 'quasi-bylaw policy structure' in the bylaws that would:
 - i. provide for certain operational activities, notably in the committees, and perhaps branches,
 - ii. allow modifications regularly without having to alter the bylaws,
 - iii. establish a more formal 'issue/action' process for council to make decisions that will require a bylaw amendment.
7. Support Provincial Council and Executive to use a variety of strategies to facilitate informed discussion and decision making, including:
 - (a) research and implement effective and appropriate governance practices
 - (b) implement appropriate operational and decision making guidelines
 - (c) provide new Councillor board orientation and ongoing full board training on appropriate governance and organisational practices
 - (d) propose new bylaws as necessary to properly reflect the direction of the *Act* and to facilitate the implementation of the activities of the Conduct and Discipline Committee.
8. Promote the profession and liaise with other related or similar professional institutes.
9. Review annually the BCIA Strategic Plan. From a strategic basis, carry out the following:
 - (a) review operation of the institute (detailed above) in an effective, responsible and sustainable manner, while meeting the BCIA statutory obligations
 - (b) review, update and modify the BCIA Strategic Plan every five years with the goal to provide continual improvements.

ADDENDUM

Operations Plan – Executive Director Duties

1. Financial

- (a) define target revenues and expenses for 2013-2018
 - i. set annual budgets for BCIA (including branch budgets)
 - ii. define realistic strategies to meet targets
 - iii. define and implement monitoring procedures
 - iv. identify auditors for BCIA
 - v. clarify financial governance of Agrologists Act (Section 3) (BC Societies Act or Canadian Business Corporations Act)

2. Human Resources

- (a) establish policies for staff recruitment, training and development
- (b) develop appropriate job descriptions and review procedures

3. Governance

- (a) implement monthly executive committee teleconferences
- (b) review Executive Director workflow to ensure a balance between achieving 'strategic' objectives and daily operations.
 - i. assess requirement to provide Executive Director time to work on strategic issues and to meet reasonable and realistic timelines
 - ii. assess needs for additional resources to complete strategic tasks
 - iii. assess requirement to contract out a variety of strategic issue tasks
- (c) improve Standing and Ad-Hoc Committee structure
 - i. approve budgets
 - ii. assign resources
 - iii. implement monitoring and assessment procedures

4. Registrar Duties

- (a) oversee the implementation of the Council's policies
- (b) responsible for the effective and efficient management as it relates to maintaining a register for each category of member
- (c) responsible for ensuring that timely and concise information is provided to the Council
- (d) ensure that annual certificates of registration are issued to all agrologists in good standing;