



PFM
EXECUTIVE SEARCH



EXECUTIVE PROFILE

Chief Executive Officer
BRITISH COLUMBIA INSTITUTE OF AGROLOGISTS



**BC INSTITUTE OF
AGROLOGISTS**
Cultivating Natural Resource Professionals



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GENERAL

Founded in 1947, the British Columbia Institute of Agrologists (BCIA) is the sole self-governing regulator of registered agrologists in British Columbia. Through the application of stringent accreditation, mandatory professional development, and professional conduct standards, including rigorous complaint and discipline procedures, BCIA and its Registrants protect the public interest in the province's agricultural, environmental, and natural resource sectors. BCIA has approximately 2,000 registrants and operates with an annual budget of \$1 million.

Agrology is a broad multidisciplinary field that encompasses the natural, economic, and social sciences related to environmental protection, horticulture, aquaculture, viticulture, rangelands, silviculture, Agri-tech, natural resources management, and other related areas. BCIA is legislated under the Professional Governance Act (PGA), which gives BCIA its mandate and the responsibility of licensing professional agrologists and regulating the practice of agrology in the province. BCIA and the PGA protect the public from fraudulent recommendations by those not qualified or not registered to practice agrology within BC. All professional agrologists swear an oath upon joining BCIA to uphold a stringent Code of Ethics and standards of practice.

VISION

Through effective professional self-regulation, BCIA and its Registrants shall be consistently regarded by the people of British Columbia as upholding and protecting the public interest.

MISSION

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

BOARD

The BCIA Board (Board) exists to implement the mission and mandate of the organization. The Strategic Plan guides the actions of the Board to meet its statutory role.

Statutory Committees comprised of non-Board members include Audit and Practice Review, Investigation, Discipline, Credentials, and Nomination.

The Board advances the following areas to meet BCIA's mission and ensure the integrity, objectivity, and expertise of its Registrants:

- Strengthens committees to direct activities that are necessary to ensure compliance with the Board's statutory role and to support BCIA's mission.
- Maintains standards of conduct.
- Provides a certification process that includes educational standards and professional development.
- Applies scientific principles.
- Communicates with the Registrants, districts, and Branches.
- Facilitates informed discussion and decision-making.
- Regulates the agrology profession and liaises with other related associations.

If you would like any further information, please visit <https://www.bcia.com/>



POSITION RESPONSIBILITIES

GENERAL

The Chief Executive Officer (CEO) of the British Columbia Institute of Agrologists (BCIA) provides strategic leadership by working closely with the Board, its Chair, and the Executive Committee to achieve the goals, priorities, and strategic vision of BCIA. The CEO is responsible for continuing to guide BCIA through its evolution from an association to a regulatory body, ensuring compliance with the Professional Governance Act (PGA) and other relevant legislation. The CEO will lead the organization in defining and implementing practice rights for Registrants, transitioning from largely advocacy and education-focused activities to the protection of the public. This role includes building and maintaining productive relationships with registrants, industry partners, government agencies, and other professional organizations. The CEO will also play a crucial role in ensuring responsible development of British Columbia's natural resources and environmental sectors, while fostering a collaborative and innovative environment within the organization.

SPECIFIC RESPONSIBILITIES

Leadership

- Collaborates with the Board to complete and implement the strategic plan, ensuring compliance with the Professional Governance Act (PGA) and aligning with BCIA's goals and objectives.
- Strengthens and expands internal structures and programs to support the additional responsibilities associated with the enforcement of practice rights.

- Champions the multi-year strategic plan by developing innovative annual work plans that achieve its objectives.
- Oversees official messaging to partner groups and serves as the spokesperson for the Institute, in conjunction with the Chair.
- Enhances the regulatory framework of BCIA and the agrology profession by collaborating with other provincial Institutes and coordinating with Agrologists Agronomes Canada (AAC).
- Fosters a collaborative culture that inspires the Board, Committees, Branch executives, and staff to be creative and innovative in achieving BCIA's vision and mission.
- Ensures all duties and requirements identified within the Agrologists Regulation, PGA and BCIA By-Laws are carried out appropriately.
- Ensures the BCIA's operations support the advancement of reconciliation with Indigenous peoples in British Columbia.
- Liaises with Statutory and working/special committees to ensure alignment with the mandate of BCIA and fulfilment of their respective terms of reference.



Operations

- Develops clear operational plans to meet the goals and objectives outlined in the Strategic Plan.
- Ensures effective daily oversight of all programs and services.
- Ensures compliance with BCIA and Board policies, procedures, and applicable provincial and federal legislation.
- Oversees all human resource functions, including hiring, training, and performance management.
- Provides administrative support to the Board, including preparing and distributing meeting agendas, reports, minutes, and supporting materials.
- Prepares a comprehensive annual budget in consultation with the Board, ensuring all financial records and payroll are up-to-date and compliant with accounting rules, regulations, and laws.
- Provides regular financial reports to the Board, highlighting any budget variances.
- Ensures compliance with operational budgets and secures adequate funding for all programs, services, and operations.
- Develops and updates policies and procedures, reviews, and recommends changes to existing policies for Board approval.
- Reviews and evaluates internal and external programs and services within a framework of continuous improvement.
- Evaluates risks to BCIA, its staff, Board, and volunteers, and implements policies or obtains appropriate insurance to mitigate identified risks.
- Oversees BCIA communication platforms, including traditional and developing media.
- Represents BCIA at senior-level meetings and with executives of other resource professional groups and organizations.
- Strengthens the organizational capacity and focuses on staff retention to ensure the maintenance of institutional knowledge.
- Improves the organization's operational and governance framework to effectively manage risks and support sustainable growth.

Partner Relations and Outreach

- Maintains positive relations with all partner groups and remains well informed on current and future activities impacting BCIA Registrants' areas of practice.
- Attends provincial Board meetings and branch meetings/ events as required.
- Engages post-secondary students and promotes student affiliate membership in the Institute.
- Builds strong relations with government partners, especially provincial Ministries responsible for the areas of practice in which BCIA Registrants are engaged.



Partner Relations and Outreach(continued)

- Works closely with other professional organizations under the PGA and other related fields, such as environmental sciences, resource management, and agriculture.
- Increases registrant engagement and education efforts to ensure all Registrants understand and comply with new practice rights regulations, promoting adherence to professional standards.
- Actively drives outreach efforts and implements strategies to increase the number of Registrants

REPORTING RELATIONSHIPS:

Reports to:

- Board

Direct Reports:

- Registrar
- Deputy Registrar
- Provincial PD Coordinator
- Administrative Assistant

Works closely with:

- Registrants
- Natural Resource Regulators governed under the Professional Governance Act
- Provincial and Federal Governments
- Agrologist regulators across Canada
- Industry organizations

GENERAL

The ideal candidate is a confident and strategic executive with extensive experience leading complex, multi-partner organizations. This individual possesses outstanding strategic thinking, financial acumen, board governance best practices, and a proven ability to drive transformative change. The candidate will be skilled at fostering genuine collaboration, building strong relationships, and effectively connecting across a diverse Registrant base. Prior career experience leading a professional regulator and familiarity working alongside a volunteer board are highly beneficial. The role requires a leader capable of guiding the Institute through its evolution as a self-regulating body. This includes advancing the culture of the organization to match its role as a regulator, supporting the competency of Registrants, and ensuring public trust in the Institute.

SKILLS, EDUCATION & EXPERIENCE

Education

- Post-secondary degree in a relevant field such as Agricultural Science, Environmental Science, or Business Administration.

Experience

- Extensive experience in a senior supervisory, management and/or leadership role.
- Experience with a board and operational management with focus on strategic planning, finance, and administration.
- Experience in policy analysis and preparation of briefing documents to facilitate decision-making.
- A solid understanding of board governance models and best practices.

- Strong financial management and budgeting experience.
- Demonstrated success leading, influencing, and achieving results.
- Proven experience negotiating and developing successful partnerships with multiple partner groups.
- Experience working in or with regulated professions, understanding the nuances of regulatory and compliance responsibilities.
- National awareness and participation within the larger agrology industry.
- Ability to develop networks within agriculture, bio-resources, food, and environment sectors, engaging key stakeholders in the industry.

Leadership & Abilities

- Demonstrated hands-on approach and willingness to engage in day-to-day office management to support the achievement of the Institute's objectives.
- Able to integrate and harmonize diverse functions and priorities.
- Able to identify global trends and best practices related to Registrants in the represented professions.
- A creative leader who inspires, motivates, influences, empowers and earns respect of colleagues, partners, and stakeholders alike.

Leadership & Abilities (continued)

- Promotes innovative thinking. Able to anticipate trends, see opportunities and encourage a culture of continuous improvement and teamwork.
- An approachable people-person with an open-door management style. Enjoys communicating with and motivating others.
- A proactive manager of people who is flexible and accessible.
- A team player who has demonstrated success in the professional development of staff and in fostering the potential of others.
- Possesses a strong understanding of the BC political environment, government, and culture.
- Strong interpersonal, verbal, and written communication skills.
- Current with issues and developments in administrative law, regulatory compliance, and organizational governance.
- Strong management skills, including strategic planning, financial and budgeting knowledge, risk management, and human resources.
- Knowledge of board policy governance principles and experience working with not-for-profit boards and committees.
- Confidence and humility in leadership, ensuring transparency, collaboration with the board, and respect for governance structures.
- Ability to lead remotely and in a hybrid model.



Personal Attributes

- Diplomatic and effective in dealing with people from diverse backgrounds, interests, and styles.
- Relates well to Registrants, providing meaningful guidance as requested.
- Flexible and open-minded.
- Demonstrates good judgment and common sense. An effective problem solver.
- Honest, with a high level of personal and professional integrity.
- A skilled listener.
- Confident and self-assured. Able to handle a range of projects and issues concurrently, set priorities effectively and manage time well.
- Sense of humour.



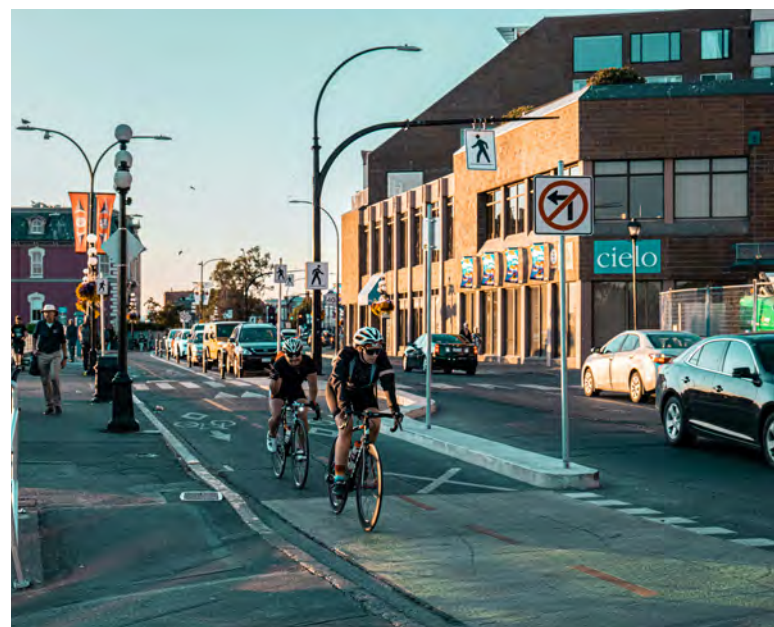
MOVING TO THE GREATER VICTORIA AREA

The Capital Regional District (CRD) is located on the southern tip of Vancouver Island and is one of the most sought-after regions in the country. The CRD's boundaries span the Traditional Territories of over 20 First Nations, whose ancestors have been taking care of the land since time immemorial. Home to Victoria, the capital city of the province of British Columbia and the oldest city in Western Canada, the CRD is comprised of 13 municipalities and 2 electoral districts and has an overall population of 380,000. Serviced by air and sea transportation links, the region has experienced rapid growth over the last decade and has all of the major amenities of a large, urban centre while maintaining a strong sense of community and connectedness.

While experiencing rapid growth, unlike many other cities, Greater Victoria has succeeded in blending the “new” with the best of the “old” to retain much of its historic architecture and character. Beautification of the Inner Harbour, development of public squares and continued refurbishment of the “Old Town” has made Victoria's downtown one of the most attractive in Canada. The region is also home to the University of Victoria, Royal Roads University as well as Camosun College. The moderate climate and scenic setting of the region contribute to its quality of life: salt and fresh water fishing, year round golf, unsurpassed sailing and extensive sports facilities add to the recreational environment of the area.

Greater Victoria has been blessed with a wealth of natural and manmade riches, including stunning heritage architecture framed by ocean views and mountain vistas. It is this rare juxtaposition of heritage charm, scenic backdrop and modern city-scape that makes the region one of the most uniquely special places in Canada. Millions visit the area every year and enjoy the natural beauty, temperate climate and heritage charm it offers its citizens every day.

To find out more about moving to the Greater Victoria region, please click [here](#)



HOW TO APPLY

To apply or make a nomination, please contact PFM Executive Search:

Attention **Shaun Carpenter** and **Suchin Pawa** at pfm@pfmsearch.com

All telephone inquiries to 604.689.9970 or Toll-Free 1.800.864.9970

The targeted salary range for this position is \$160,000 to \$170,000 annually, supplemented by a competitive total rewards package.

APPLICATION FORMAT

Format for written applications should be presented as follows:

1. A covering letter—describing briefly why the appointment is of interest and what you believe you can bring to the role.
2. A full CV containing the following information:
 - a. Title, full name, address, daytime and evening telephone numbers and email address
 - b. Residency status
 - c. Present and previous roles
 - d. Details of education and professional training and qualifications
 - e. Any other relevant information such as offices held in professional bodies, community service etc.

PFM EXECUTIVE SEARCH

PFM Executive Search was founded in 1992 with the vision of creating an executive search firm that provides tailor-made executive search services to clients in the private, public and not-for-profit sectors. Over the last 31 years, our firm has earned the reputation as one of the most respected executive search firms in Canada.

PFM Executive Search is a BC owned and operated incorporated company. We are a founding member of the [Panorama](#), an international alliance of like-minded executive search organizations.

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