

Terms of Reference
January 29, 2015

Name: Admissions Committee

Status: A standing committee of the ASFP Council (“**Council**”) required by The Forestry Professions Act.

Mandate:

- To develop policies and guidelines related to the admission of ASFP members (“**Members**”).¹
- To review and consider Membership applications, to determine whether the applicants should be admitted as members of the ASFP, and to register persons as members of the Association.²
- To set and administer registration exams for all individuals required to write the exam prior to becoming a registered Member.³
- To review any documentation related to member in training requirements, including professional development plans and member in training practice diaries as required from time to time.⁴
- To review and approve Membership change of status unless delegated to the Registrar.⁵
- To review Membership leave of absence requests unless delegated to the Registrar.⁶
- To identify emerging issues related to admissions, assessing their priority and determining whether they warrant action.
- To act upon matters related admissions referred by Council or the Executive Committee including acting on behalf of the ASFP in such discussions with allied organizations.

Reporting to: Council

Committee Members:

- Committee members are appointed by Council.⁷
- Committee members will consist of at least 3 Members⁸ in good standing.⁹
- The Chair will be a member of Council.¹⁰
- The Chair will be a Professional Forester or Professional Forest Technologist.¹¹
- Term of membership is annual, and may be renewed.

Life Span: Ongoing

Committee Operations:

- The Committee will usually meet in-person or by teleconference, depending on factors such as where the Committee members live.

¹ ASFP Bylaws, September 25, 2013, Section 76

² The Forestry Professions Act, Section 21(1). ASFP Bylaws, September 25, 2013, Section 74(a)(ii).

³ The Forestry Professions Act, Section 20(3). ASFP Bylaws, September 25, 2013, Section 74(a)(i).

⁴ Member in Training Policy, January 29, 2015, Section 6.1

⁵ Members Change of Status Policy, December 5, 2013 Section 4.0

⁶ Members Change of Status Policy, December 5, 2013 Section 4.0

⁷ The Forestry Professions Act, Section 20(1). ASFP Bylaws, September 25, 2013, Section 70.

⁸ The Forestry Professions Act, Section 20(2). ASFP Bylaws, September 25, 2013, Section 72

⁹ ASFP Bylaws, September 25, 2013, Section 70

¹⁰ ASFP Bylaws, September 25, 2013, Section 71

¹¹ ASFP Bylaws, September 25, 2013, Section 70

- The Committee will provide Minutes of all meetings to the Registrar for filing at the ASFP office and will make Minutes available to Council upon request.
- The Committee will develop a proposed list of work annually, and present it to Council. The Committee may initiate other work as situations or opportunities occur, and will keep Council advised.
- A designated member of the Committee (typically the Chair) will report on the work of the Committee to Council at each Council meeting.
- The Chair of the Committee will prepare a Committee Report annually and deliver it to the Membership at the ASFP AGM.
- Policies and guidelines, submissions, public positions, positions regarding dealings with other organizations, documents for Members and other publications or information developed by the Committee will be approved by Council before their release.

Approved at ASFP Council Meeting January 29, 2015.