



Terms of Reference

August 19, 2021

Name: Continuing Competency Committee

Status: A committee of the ASFP Council (“**Council**”).

Mandate:

- To develop policies and guidelines for the continuing competency, professional development and education of ASFP members (“**Members**”).
- To assess the continuing competency and education efforts of Members.
- To deal with any issues arising from assessing the continuing competency and education efforts of Members.
- To act upon matters related to continuing competency, professional development and education of Members 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.¹
- Committee members must be Members in good standing.²
- The Chair will be a Professional Forester or Professional Forest Technologist.³
- The Chair will report to Council, but does not need to be a member of Council.
- Term of membership is annual, and may be renewed.

Life Span: Ongoing

Committee Operations:

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

¹ The Forestry Professions Act, Section 13(1). ASFP Bylaws, May 29, 2018, Section 70.

² ASFP Bylaws, May 29, 2018, Section 70.

³ ASFP Bylaws, May 29, 2018, Section 70.

- 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. If matters are viewed as urgent, the same may be dealt with by email between meetings, and the Executive Committee may act on behalf of Council to approve release.
- The Chair, related to the committee's work with individual members, will ensure timely confirmation in writing the receipt of member's documents and the results of any audit conducted.

Additional Commentary:

- Any unresolved issues related to a member's efforts towards continuing competency, professional development or education are forwarded to the Professional Conduct Committee.

Approved at ASFP Council Meeting on August 19, 2021.