



## New Brunswick Forest Technicians Association Terms of Reference Executive & Committee Positions of Accountability

Position(s):	Chair & Committee Members		
Committee:	Advisory Committee		
Version:	Original 1.0 (Draft)	Replaces Version:	N/A

**GENERAL PURPOSE OF THE POSITION/COMMITTEE:** *Briefly describe the position's primary purpose or contribution to the Organization.*

- The general purpose of this Committee is to provide objective, informed and timely advice to the President and his/her Council concerning issues of importance to the Association.
- All committees and/or Boards formed by this association shall be responsible to and report to the executive of this association.

**MEMBERSHIP:** *As specified in the NBFTA Constitution, by-laws or otherwise.*

- Advisory Committee members are appointed by the NBFTA Executive Council.
- The NBFTA Past President shall serve as Chair of the Advisory Committee.
- The Committee is comprised of seven members, including the Chair and current President.
- Advisory Committee members are selected from among Past NBFTA Presidents. Long serving Certified Members, informed and experienced in Association business, may be selected at the discretion of the Executive if sufficient numbers of Past Presidents are not available.

**TERM:** *As specified in the NBFTA Constitution, by-laws or otherwise.*

- The NBFTA Past President shall serve as Chair of the Advisory Committee for a term of one year to be succeeded by the outgoing President when his/her term expires.
- Advisory Committee members are encouraged to serve for six years, stepping down at the end of the term to allow a seat for the incoming Chair.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *List essential and important functions and responsibilities. Include all important aspects -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.*

Responsibilities of the Advisory Committee include, but are not limited to, the following:

- Provide advice to the Executive on issues of importance, as directed by the President of the Association. This advice must be:
  - Based on the Objectives and the Code of Ethics of the Association
  - Legal
  - Objective, accurate and concise
  - Based on best available information
  - Developed and submitted in a timely manner
  - In written format
- Meet on a regular basis, or as directed by the President
- Compile advice in written form on subjects reviewed during meetings and present this advice to the NBFTA Executive.
- Assist in the development of policies and procedures for the Association
- Recommend annual objectives for the association
- Record minutes of meetings
- Committee reports will be submitted, in writing, to the secretary prior to semi-annual executive meetings and annual general meetings.

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**MEETING FREQUENCY:** *Include any sub-committees.*

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The Committee shall meet bi-annually or more frequently if required to address high priority issues as directed by the President.

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**ADDITIONAL INFORMATION:** *Include any other information that will aid in the preparation of an accurate description of this position.*

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Prepared By	Blair DeGrace	Date	2001-01-01
Reviewed By		Date	
Revised By	Allie DeGrace	Date	Feb 27 <sup>th</sup> , 2005