



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

Position(s):	Chairperson		
Committee:	Continuing Forestry Education (CFE) Committee		
Version:	1	Replaces Version:	

GENERAL PURPOSE OF THE POSITION/COMMITTEE: *To meet with the provincial committee and review CFE applications, as well as pursue CFE opportunity's for the membership*

MEMBERSHIP: *Chair must be a CFT?*

TERM: *As long as you can stand it.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *The chair is responsible to report to the executive on any changes to the CFE process and take any concerns of the association to the provincial CFE committee made up of all the stakeholders.*
 - *The committee is responsible for finding and arranging CFE opportunity's for the membership when possible for the association membership or in conjunction with the provincial committee.*
 - *Both members sit on the provincial committee and are full voting members on any changes to the CFE process, as well as reviewing CFE certificate applications by all stakeholders.*
 - *The chair also hands out CFE certificates to members at the annual meeting.*
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MEETING FREQUENCY: *Chair meets with association executive as scheduled and committee meets quarterly with the provincial committee.*

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

Prepared By	Philip Hughes	Date	March 1,2005
Reviewed By		Date	
Revised By		Date	