



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

Position(s):	1 st Vice-President		
Committee:	N/A		
Version:	Draft 1.0	Replaces Version:	Original

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

The First Vice-President shall be a Certified member of this Association.
Should the President become unable to complete his/her term of office, the First Vice-President will assume the office of President until the next A.G.M.

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

The First Vice-President shall be Chairperson of the Certification Board.

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

The individual shall hold office at the pleasure of the Association for a minimum of one year.

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.*

The primary duties and responsibilities of this position include, but are not limited to, the following:

1. The First Vice-President shall be chairperson of the Certification Board which is comprised of six Certified members of the Association. The Board shall be responsible to the Association for the certification of the members.
2. The Chair of the Board will make recommendations to the Executive Council of all candidates who apply for Certification and will be responsible for all Board correspondence.
3. The Certification Board shall hold examinations for certification at least twice a year or more at the discretion of the Board.
4. Applications for certification shall be made to the Chair of the Board.
5. The Chair shall maintain records for each applicant.
6. The Chair shall coordinate examinations and assign a C.F.T. number to successful applicants.

7. The Chair shall advise candidates who fail the examination within two weeks after receiving the results of the examination.
8. Develop and maintain an action plan

MEETING FREQUENCY: *Include any sub-committees.*

- The First Vice-President shall attend Executive Council meetings and shall, with other members of the Council, deal with matters pertaining to the Association.
- As chairperson of the Certification Board, he/she shall meet four times per year or as required, to review applications for Certification.

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

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Revised By		Date	