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|  | <p align="center">New Brunswick Forest Technicians Association Terms of Reference Executive & Committee Positions of Accountability</p> | | |
| Position(s): | NBFTA Representative to the MCFT Board of Governors | | |
| Committee: | Maritime College of Forest Technology Board of Governors (MCFT) | | |
| Version: | DRAFT 0.1 | Replaces Version: | N/A |

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

A high percentage of New Brunswick Forest Technicians/Technologists are graduates of the MCFT (Formerly the Maritime Forest Ranger School) and have the best interests of the College at heart. Participation in the Board is to:

- Provide advice and information and assistance, as required, to the Board and College Administration.
- Communicate relevant MCFT business to the NBFTA Executive and membership.
- Maintain open lines of Communication between the Association and the MCFT, an important Forest stakeholder in New Brunswick.
- Participate in the continual improvement of the College's curriculum ensuring top notch graduates for employment in the forest sector.

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

The NBFTA'S initial involvement in the MCFT Board of Governors was by invitation to their Annual Meeting on April 23, 1999. One NBFTA Member in good standing represents the Association at the Board.

The NBFTA and it's sister Association, the Nova Scotia Forest Technicians Association (NSFTA) share active voting membership status within the Board on a two year rotation. When one Association holds full voting privileges, the other serves in an advisory capacity.

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

A commitment to a four year term of office is required of this position which allows for two years in an advisory capacity and two years with full voting privileges.

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.*

Essential duties and responsibilities of this position are:

- To provide two way communication on issues of importance to the NBFTA and the MCFT.
- To thoroughly prepare for and actively participate MCFT Board Meetings in a professional manner which best represents and promotes the objectives of the NBFTA.

- Seek advice and opinion from the Association's Executive on issues of interest before the board .
- Other?

MEETING FREQUENCY: *Include any sub-committees.*

The MCFT Board meets annually, generally in late April. Special meetings are conducted from time to time, as required.

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

N/A

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| Revised By | | Date | |