

COMPETENCE DIRECTOR

Role:

Develop, implement and maintain the College's Continuing Competence Program as required under section 43 of the *Regulated Forestry Profession Act*.

Term:

2 year term elected on odd years.

Responsibilities:

- Attend all Council meetings.
- Chair the Competence Committee.
- Facilitate Competence Committee meetings.
- Review database for tracking Continuing Forestry Education (CFE) submissions.
- Maintain the Continuing Competence Program as required under section 43 of the Regulated Forestry Profession Act.
- Create the Continuing Competence Program (CCP) annual development plan.
- Monitor membership performance and compliance as it pertains to the CFE Program.
- Review and approve new CFE submissions.
- Conduct and supervise annual audit of CFE submissions.
- Maintain CFE course listing.
- Communicate to the Membership, Registrar and Council on the CFE Program.
- Assigning CFE credits (or identification of CFE credits) to structure learning opportunities.
- Provide submissions for the College newsletter regarding the CCP.
- Write 1 annual article for the College's annual report.
- Create annual report for presentation to membership.
- Provide written council member report summarizing activity updates 1 week prior to council meetings.
- Mentorship of new Director for 6 months after tenure.

Skills Sought:

Individuals nominated for this role should possess the following skills and qualifications.

- All elected members of the Council must possess current RPFT designation in good standing.
- Ability to coordinate, manage and be a part of a committee.
- Ability to oversee projects and delegate tasks.
- Ability to interpret and follow legislative writing.
- Ability to keep complete and accurate records.
- Interest and knowledge of the profession.
- Integrity and ethical responsibility.
- Understanding of learning objectives an asset.
- Familiarity with online databases and computer systems an asset.

Skills Developed:

Individuals fulfilling this role can expect to develop numerous skills and qualifications including, but not limited to:

- Ability to review course and training material to determine competency outcomes.
- Strategic thinking and planning.
- Interviewing and auditing.
- Legislative knowledge, volunteer management and professional involvement.
- Board experience and expanded professional network.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.0 days
- Committee Meetings 6.0 days
- Committee involvement 5.0 days