

PROFESSIONAL EXAM DIRECTOR

Role:

Preside over the professional exam of the College.

Term:

2-year term elected odd years.

Responsibilities:

- Attend all meetings of the Council.
- Chair the Exam Committee.
- Chair the Exam Marking Committee.
- Compile and update the Exam Reading List and study materials for the CAPFT website.
- Organize and host Study Session(s) for the exam.
- Over-see the writing and marking of the professional exam.
- Review and adjust professional exam for each session.
- Present data on the exam to Council.
- Provide submissions for the College newsletter about the professional exam, study sessions and materials.
- Write 1 annual article for the College's annual report.
- Provide written council member report summarizing activity updates 1 week prior to council meetings.
- Assist Registrar in the ongoing maintenance of the Jurisprudence Exam
- Mentorship of new Director for 6 months after tenure.

Qualifications:

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 understand legislative writing.
- Interest and knowledge of the profession.
- Integrity and ethical responsibility.
- Research skills an asset.

Skills Developed:

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

- Ability to review material and prioritize content of importance.
- 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 involvement 10.0 days