



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference

Qualifications Advisory Group

- The AIBC operates under a Policy Governance model through which Advisory Groups are established to assist the AIBC in developing and implementing policies and programs in fulfillment of legislative requirements, Council policy and organizational priorities.
- AIBC Committees, Council Advisory Groups and operational advisory groups are governed by the *Professional Governance Act*, AIBC Bylaws, Council policies, and the Volunteer Handbook, as applicable.

Established:	February 2006
Type:	Operational
Chair:	
Appointed by:	Chief Executive Officer
Term:	Two years (renewable)
Members:	
Appointed by:	Chief Executive Officer
Term:	Two years (renewable)
Advisory Group Selection Criteria:	<ul style="list-style-type: none">• Architects and Retired Architects in Good Standing• Familiarity with frameworks for assessing alternative qualifications
Advisory Group Composition Requirements:	Architects AIBC and a maximum of one Retired Architect AIBC

Advisory Group Members		Composition (as applicable)	Appointment Date
1.	Fred Adab Architect AIBC		March 2023
2.	Jalil Azizi Architect AIBC		March 2023
3.	Amela Brudar Architect AIBC		March 2023
4.	Danica Djurkovic Architect AIBC		March 2023
5.	Andrea Forbes Hajdo Architect AIBC		March 2023
6.	Russell Hollingsworth Architect AIBC		March 2023
7.	Paul Kernan Architect AIBC	Chair	March 2023
8.	Patrick Schilling Architect AIBC		March 2023
Department Staff Representative (DSR)		Position	
1.	Jenelyn Torres	Director, Registration and Licensing Deputy Registrar	
2.	Shanae Chiu	Registration and Licensing Coordinator	
3.	Gabriel Baron	Professional Services Lead (<i>on secondment</i>)	

1.0 Mandate

- To conduct the initial assessment of qualifications of Broadly Experienced Applicants (BEA) and to ensure assessment is effective, consistent, and fair; and
- To provide analysis and advice leading to development and maintenance of standards for entry to the profession of BEAs.

2.0 Specific Assignments

- To participate in administering program requirements by assessing online submissions, conducting oral assessments, and providing recommendations whether an applicant has met the requirements set out in the *Canadian Standard of Competency for Architects* and [Schedule K: Broadly Experienced Applicant Program Requirements, found in the AIBC Bylaws](#).
- To provide recommendations to the Credentials Committee and staff regarding certification standards, policies, procedures governing the administration of qualifications for registration under the BEA program.
- To assist in developing clear, fair, and consistent guidelines for the assessment of applicants.
- To assist in the development and implementation of candidate assessment protocols.

3.0 Deliverables

- Provide recommendations to the Credentials Committee or AIBC staff regarding standards and policies related to assessment of qualifications for registration under the BEA.

4.0 Duties of the Chair

- Efficiently Chair meetings.
- Lead the Advisory Group in effectively and efficiently carrying out its mandate and delivering on its assignment.

5.0 Duties of the Departmental Staff Representative (DSR)

- The DSR will support Advisory Group administration including meeting materials research and preparation, scheduling meetings, minute taking, and overall communications.

6.0 Reporting

- The Advisory Group reports to the Credentials Committee.
- Update provided as during CEO's regular meeting with senior staff member.

7.0 Liaison with Internal and External Groups/Associations

- Credentials Committee

8.0 Scheduled Meetings

- When: First Tuesday of the month, or as required
- Time: noon
- Place: AIBC Offices and/or by video/teleconferencing.
- Meetings will occur as called by the Chair to discuss policy items or as requested by the Director of Registration & Licensing to review applicant files.

9.0 Quorum

- A quorum for any meeting of the Advisory Group will be the majority of the members of the Group present in person, by phone, or by video conferencing.

10.0 Amending the Terms of Reference

- The Terms of Reference may be revised: by the CEO upon the recommendation of the Advisory Group; by the CEO upon recommendation of the senior staff member; or upon a change of members.