



Terms of Reference

Board Executive Search Task Force

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

Type:	Board: Executive Search Task Force
Established:	October 2025
Chair:	
Appointed by:	Board
Term:	6 months, or less as applicable. The Task Force will be dissolved upon the Board's appointment of a CEO & Registrar.
Members:	
Appointed by:	Board
Term:	6 months, or less as applicable. The Task Force will be dissolved upon the Board's appointment of a CEO & Registrar.
Task Force Selection Criteria:	Detailed and comprehensive understanding of the internal and external responsibilities and duties of the CEO & Registrar. Ability and commitment to fulfill the mandate and specific assignments as described in this Terms of Reference.
Task Force Composition Requirements:	Board Chair, Lay Board Member (2), Registrant Board Member (3)

Task Force Members	Composition (as applicable)	Appointment Date
1. Sean Rodrigues Architect AIBC	Board Chair - Chair	October 24, 2025
2. Matthew Halverson Architect AIBC	Registrant Board Member	October 24, 2025
3. Ann McLean Architect AIBC	Registrant Board Member	October 24, 2025
4. Marguerite Laquinte Francis Architect AIBC	Registrant Board Member	October 24, 2025
5. Laura Wilson	Lay Board Member	October 24, 2025
6. Lara Gregurić, MA, FCPA, FCA, ICD.D	Lay Board Member	October 24, 2025
Staff	Position	
1. Yana MacQueen, CPHR	Director, People Operations	

1.0 Mandate:

- The Board Executive Search Task Force is responsible to the Board for supporting continuity of leadership for the AIBC, as per Board Policy 3.5 Chief Executive Officer Selection, Authority, Monitoring and Reporting.

2.0 Specific Assignments:

- Working with the executive search consultant in a confidential and professional manner, and according to the agreed-upon search methodology and timeline outlined in the Consulting Arrangements Memorandum, undertake a search for a Chief Executive Officer & Registrar on behalf of the Board.
- The Task Force Chair will communicate its progress regularly and confidentially to the Board.
- Individual Task Force members will, in accordance with the Board Code of Conduct:
 - Represent the mandate and best interests of the AIBC.
 - Fully engage in respectful, open, thoughtful discussion, ensuring breadth of opinion and thought and bring their career and personal experience to the candidate evaluation process.

- Commit to attending all scheduled meetings and interviews with candidates and to remain on the Task Force until its work is fully completed.
- Respect the process and maintain focus on the goal of the Task Force.
- Declare any real, perceived, or potential conflicts.
- Demonstrate the principles of equity, diversity and inclusion and be willing and prepared to acknowledge and address their biases in an open and transparent manner with the Task Force.

3.0 Deliverables:

- A recommendation to the Board on the results of the selection process and identified short-listed candidates for consideration by the Board.

4.0 Reporting:

- The Chair will confidentially provide regular verbal or written updates to the Board over the course of the search, and, when appropriate, inform the Board of any material risks, challenges, or issues that the Board should be made aware of.
- The Director, People Operations will confidentially provide regular verbal or written updates to the CEO & Registrar, who may update the AIBC staff when and as appropriate.

5.0 Liaison with Internal and External Groups/Associations:

- Internal and external partner groups as outlined in the search methodology of the executive search firm's proposal and timeline.

6.0 Scheduled Meetings:

- Each Monday at 3:15 p.m., unless cancelled the Friday prior.

7.0 Quorum:

- A quorum for any meeting of the Task Force will be the majority of the members, present in person, by phone, or by video/teleconference.

8.0 Amending the Terms of Reference

- The Terms of Reference may be amended by the Board as and when required.