

PSB APPOINTED REP. – PSB BOARD OF DIRECTORS

Professional Standards Board and Standing Committees

Objectives

The Professional Standards Board's (PSB) mandate is to provide leadership in the development and delivery of assigned national standards to support the planning profession in Canada. The Professional Standards Board is to administer certain standards and operations pertaining to certification and accreditation of membership as an independent organization operating at arm's length from the Professional Standards Committee (PSC), the Provincial and Territorial Institutes and Associations (PTIAs) and CIP. The administration will include meeting candidate standards for regular and PLAR applicants; Ethics and Professionalism Online Course; the professional examination; and accreditation reviews. There will be internal structures and policies to manage the processes. The services provided by the PSB are on a user pay and cost recovery basis.

Relationships

- The PSB will be responsible to implement the standards delegated by the National Standard Committee which have been approved by PTIAs and CIP.
- The National Membership Standards Committee will undertake fixed reviews of standards for the profession and the PSB will be invited to participate in these reviews.
- The PSB Chair will sit on the National Membership Standards Committee in ex-officio
- Non-voting capacity. The PSB staff resource will also participate on the National
- Membership Standards Committee in an ex-officio non-voting capacity.
- PTIAs and CIP will nominate members of the PSB.
- PTIAs and CIP will receive services from PSB and service agreements will be used to cover scope, reporting and other service expectations.
- PTIAs and/or CIP and/or an association management company will have a contractual arrangement with the PSB, to provide administrative and program support.
- PTIA and CIP staff responsible for certification matters will serve as advisory resources to the PSB.
- Volunteers with the PSB board, committees or as candidate, accreditation, or exam reviewers and instructors will have links to PTIAs and, through development opportunities, will hopefully become future leaders in the planning profession.

Policies

By-laws and policies will be required to support the mandate and structure and operations. Common governance policies will be developed to support the mandate and operations of the PSB.

PSB Board Members and Committee Appointments

Board Appointments - Criteria Requirements

- PTIAs and CIP will each nominate one qualified representative to serve on the board
- Board Appointees must be a practicing Certified Member in good standing of the Institute
- Board members will be those members appointed and representing the CIP and PTIAs who have entered into a signed Shared Services Agreement with the PSB organization
- Annual and special general meeting requirements will be those as required in the Canada Not-for-Profit Corporations Act
- Individuals will be appointed for four-year terms
- Individuals can serve two four-year terms
- The chair and vice-chair of the board will be selected annually by members of the Board
- The board will meet at least twice per year in person and, as required, using other means
- To assist the board in its work, volunteer standing committees, ad-hoc committees and Task forces may be utilized to handle special projects.
- Chairs of committees and task forces will be determined by the Board of the PSB and will not be members of the PSB.
- Qualifications for Board Appointees
 - Be a practicing Certified Member in good standing of the institute
 - Bring governance experience with managing policy
 - Have a good understanding of executive standards for professional organizations/ or other governing bodies
 - Be Innovative - someone with strong governance implementation leadership skills
 - Brings leadership experience from volunteer on governing boards
 - Willingness to be part of a trailblazing team
 - Exposure and knowledge of membership process/standards would be considered an asset
 - Be adaptable and willing to understand the PSB model for certification as well as be open to new ideas.
- Other desirable qualifications include experience as a mentor and sponsor; willingness to be part of a team dedicated to providing quality certification and accreditation processes for the planning profession in Canada.
- Must ensure that board appointments are not sitting officers or directors of a council of CIP or PTIA.
- The Chair of the PSB Board will participate on the Professional Standards Committee and the Planning Alliance Forum during his/her term of office.
- It is expected that there will be two standing committees: the Professional Education and Examination Committee and the Accreditation Program Committee. An ad-hoc

Committee of the board will handle appeals. Responsibilities not specifically assigned to these committees will be handled directly by the board or delegated, if necessary.