

	New Brunswick Forest Technicians Association Terms of Reference Executive & Committee Positions of Accountability		
Position(s):	NBFTA Representative to the MCFT Board of Governors		
Committee:	Maritime College of Forest Technology Board of Governors (MCFT)		
Version:	2.0	Replaces Version:	1.0

GENERAL PURPOSE OF THE POSITION/COMMITTEE: *Briefly describe the position's primary purpose or contribution to the Organization.*

A high percentage of New Brunswick Forest Technicians/Technologists are graduates of the MCFT (Formerly the Maritime Forest Ranger School) and have the best interests of the College at heart. Participation in the Board is to:

- Provide advice, information and assistance to the Board and College Administration as required.
- Communicate relevant MCFT business to the NBFTA Executive and membership.
- Maintain open lines of communication between the Association and the MCFT, an important Forest stakeholder in New Brunswick.
- Participate in the continual improvement of the College's curriculum ensuring top notch graduates for employment in the forest sector.

MEMBERSHIP: *As specified in the NBFTA Constitution, by-laws or otherwise.*

The NBFTA'S initial involvement in the MCFT Board of Governors was by invitation to their Annual Meeting on April 23, 1999 in an advisory capacity as a non-voting member. One NBFTA member in good standing represents the association at the board.

TERM: *As specified in the NBFTA Constitution, by-laws or otherwise.*

A commitment to a two year term of office is required of this position which is renewable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *List essential and important functions and responsibilities. Include all important aspects -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.*

Essential duties and responsibilities of this position are:

- To provide effective two way communication on issues of importance to the NBFTA and the MCFT.
- To thoroughly prepare for and actively participate MCFT Board Meetings in a professional manner which best represents and promotes the objectives of the NBFTA.

- Seek advice and opinion from the Association's Executive on issues of interest before the board .
- Participate in MCFT sub-committees as required.

MEETING FREQUENCY: *Include any sub-committees.*

The MCFT Board meets quarterly. Special meetings are conducted from time to time, as required.

ADDITIONAL INFORMATION: *Include any other information that will aid in the preparation of an accurate description of this position.*

N/A

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