



## Call for Volunteers - Expressions of Interest PIBC Professional Conduct Review Committee (PCRC)

We are looking for interested and available PIBC members who would like to join the Institute's Professional Conduct Review Committee (PCRC).

We welcome those who would contribute to the further diversification of our organization, including but not limited to, women, visible minorities, Indigenous people, persons with disabilities and persons of any sexual orientation or gender identity. If you require accommodation during this committee recruitment process, please let us know and we will work with you to meet your needs.

Please see the information below to learn more about this Committee, the volunteer opportunity and how to submit an expression of interest. We look forward to hearing from you and thank all members in advance for their submissions of expressions of interest.

### About the Professional Conduct Review Committee

The Professional Conduct Review Committee (PCRC) is the standing committee that upholds PIBC's Code of Ethics & Professional Conduct (the Code) in accordance with the Institute's Bylaws and responds to complaints or allegations of misconduct against its corporate members. Working with PIBC staff, and under the leadership of Chair Alex Taylor RPP, MCIP, key responsibilities and activities of the Committee include:

- Undertaking confidential investigations into complaints of alleged professional misconduct by members received by the Institute;
- Convening Review Panels and undertaking Review Hearings to adjudicate cases of alleged professional misconduct by members when required;
- Assisting with training and education for members, and inquiries from members and others, on matters related to ethics and discipline;
- Other relevant responsibilities, activities, or projects related to professional conduct and discipline.

The Committee is an active and working volunteer committee. Much of the Committee's work takes place at the sub-committee level and on an individual basis (outside of regular Committee meetings, which are typically twice a year – one in-person and one virtual). The Committee has two sub-committees as outlined in the Bylaws:

- 1. The Investigations Sub-committee**, members of which act as Case Officers and undertake confidential investigations into complaints of alleged professional misconduct by members, and
- 2. The Adjudication Sub-committee**, members of which act as Review Panel members and convene Review Hearings for complaints that are referred for such hearings.

Committee Members may also help provide training and education on ethics for members (e.g. through conference presentations, articles, etc.), and respond to inquiries from members and others on ethics and the complaints and discipline process.

## Interested?

We are looking for new volunteer members to join current and continuing members on the Professional Conduct Review Committee. Volunteer opportunities exist for **Certified Members (RPPs)** to join the Committee. Due to this Committee's unique and important role, responsibilities and work, prospective volunteers should meet the following criteria:

### Required:

- Certified Membership in good standing (RPP) and experience as a professional planner for ten years or more.
- Availability and flexibility to actively and fully contribute to the day-to-day work of the Committee on an ongoing basis. Individual case work can include many hours of work (20-25 or more) spread out over several weeks or months.
- An ability to work cooperatively and collaboratively with others on the Committee and within the disciplinary processes (in particular, when working collaboratively and sharing workload on individual cases).
- A very good understanding of the Institute's Bylaws and Code of Ethics & Professional Conduct.
- An ability to work with integrity and without bias, and to respect and maintain strict confidentiality at all times.

### Preferred:

- Experience or background from across a range of sectors and diverse experiences within the planning profession.
- Relevant experience, knowledge, skills, or training in any similar role or with similar processes (i.e. ethics, investigation, evaluation, discipline, etc.) either within planning or with other professional or external organizations.

## Volunteer!

If you are looking for an opportunity to get involved with the Institute and the profession in a volunteer capacity and feel you might be the right fit for this important work with a role on the Professional Conduct Review Committee, please submit an expression of interest by email to Matthew Walshe, PIBC Administrative & Governance Coordinator, at [matthew.walshe@pibc.bc.ca](mailto:matthew.walshe@pibc.bc.ca).

In your submission, please tell us a little bit about yourself, your background, and any relevant experience, skills, knowledge, and other information you may wish to share about yourself related to the role and work of this Committee. You are encouraged to include a short CV or resume with your submission. Be sure to consider the role of the Committee and the criteria outlined when submitting your expression of interest.

We thank all members in advance for their submissions of expressions of interest and regret that we may not be able to move forward with all interested volunteers for this role.