

N.B.A.R.E.A./A.E.I.N.B.

New Brunswick Association of Real Estate Appraisers

Association des évaluateurs immobiliers du Nouveau-Brunswick

TERMS OF REFERENCE

COMMITTEE: **COMMITTEE OF EXAMINERS**

APPROVED: **April 20, 1994**

REVISED: **October 5, 2000**

COMMITTEE MEMBER QUALIFICATIONS: Must be a member of NBAREA in good standing.

COMPOSITION: The Committee of Examiners shall consist of five (5) members appointed by the Board of Directors, one of whom shall be named chairperson.

TERM OF OFFICE: The members of the Committee of Examiners shall hold office for a period of two years. A list containing the names of the suggested Committee Members will be submitted to the Board of Directors for approval at its first meeting immediately following the Annual General Meeting.

QUORUM: Three members of the Committee of Examiners shall constitute a quorum.

DUTIES OF THE CHAIR:

1. The Chair is to provide the Executive Director with a detailed list of Committee Members within 14 days following the Annual General Meeting and the list must be available for approval by the Board of Directors at their May meeting.
2. The Chair will call meetings of the Committee as required.
3. The Chair (or appointee) will prepare and submit to the Executive Director an article (a paragraph or two) directed to the membership to be published in the newsletter of the Association. The Executive Director will notify the Chair 14 days in advance of the article being required.
4. The Chair will prepare and submit to the Executive Director no later than 15 days in

advance of the Annual General Meeting, a detailed written report outlining the Committee's activity during the past year. The Chair (or appointee) is to be present at the Annual General Meeting to provide the report and the Executive Director shall be advised of the presenter accordingly, 15 days prior to the Annual General Meeting.

5. The Chair will prepare and submit to the Executive Director no later than 15 days in advance of each Board of Directors Meeting, a detailed written report outlining the Committee's recent activity.

DUTIES OF THE COMMITTEE:

Pursuant to the Act to Incorporate the New Brunswick Association of Real Estate Appraisers:

- 14(1) There shall be a Committee of Examiners for the examination of persons seeking to be registered as real estate appraisers consisting of five (5) members appointed by the Board, one of whom shall be named chairperson.
- 14(2) The members of the Committee shall hold office for a period of two years, except that three members of the first committee shall be appointed for one year only, their replacements to be appointed for two years.
- 14(3) Any member of the Committee shall be eligible for reappointment.
- 14(4) When a vacancy occurs in the membership of the Committee, otherwise than by expiration of the term of office of the member, the Board may appoint another person to hold office during the unexpired term.

Registration to Practice

- 15(1) Every person who is approved by the Committee of Examiners for registration may become a member of the Association upon compliance with the provisions of the Act and the Bylaws.
- 15(2) The Committee may approve for registration a person of good character who
 - a) has obtained the designation of "Canadian Residential Appraiser" or "Accredited Appraiser Canadian Institute" from the Institute or the equivalent approved by the Committee,
 - b) is the holder of the designation of "Market Value Appraiser-Residential" from The Canadian Real Estate Association,
 - c) has passed examinations prescribed by or acceptable to the Committee and, in the opinion of the Committee, has sufficient experience in real estate appraisal to qualify for registration under the Act, or
 - d) is a registered real estate appraiser in good standing in another province or territory of Canada, and has filed with the Committee proof of qualifications as prescribed by its Bylaws.

- 15(3) The Committee may issue a temporary registration to practice real estate appraisal for such fixed period as it considers reasonable upon the application of any person who qualifies under subsection (2) and who is not a resident of New Brunswick.
- 15(4) Subject to approval of the Board, the Committee may delegate to the Registrar such functions for the approval of an application for registration as it considers appropriate.
- 15(5) Subject to the approval of the Board, the Committee may make bylaws
- a) prescribing the proofs to be furnished as to education, good character and experience;
 - b) prescribing the subjects for examination of candidates for registration as real estate appraisers and fees to be paid on examinations and registration;
 - c) relating to examinations, the duties and functions of examiners and the place examinations are to be held;
 - d) respecting such other matters as the Committee considers necessary or advisable to more effectively discharge its functions or exercise its powers.
- 15(6) The Committee shall meet at such places and time as it shall determine.
- 16(1) If the Committee of Examiners refuses to approve a person for registration that person may appeal to the Board in writing within thirty days of receipt of notification of the decision of the Committee.
- 16(2) In the event of an appeal the Board, after considering all relevant factors, may
- a) direct that the person be registered;
 - b) refer the matter back to the Committee for reconsideration with such directions as the Board considers necessary; or
 - c) refuse the appeal and uphold the decision of the Committee.
- 16(3) No member of the Board who is also a member of the Committee shall sit for the purpose of considering an appeal under this section.

DUTIES OF THE COMMITTEE:

Pursuant to the Strategic Plan adopted by the Board of Directors on August 20, 1999:

12. Evaluate and maintain a high level of professional standards and practice through voluntary/mandatory workshops for sponsors and candidates.

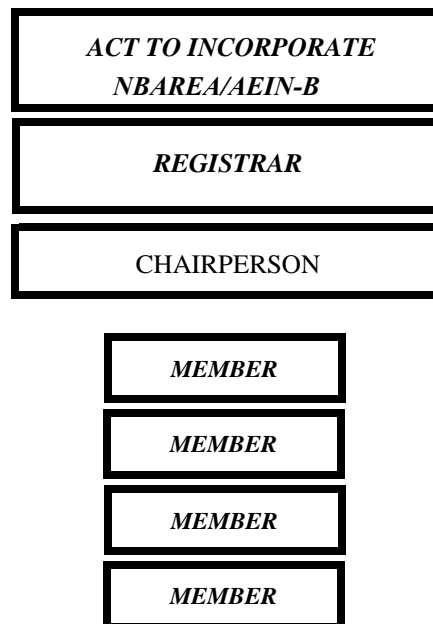
The Committee of Examiners is to develop a workshop for sponsors and students of the articling program and for those persons cosigning appraisal reports and having reports cosigned. The development of this workshop would include writing the criteria for the workshop, preparation of a written practical document and the delivery of the seminar. The criteria for the workshop should be presented to the Board of Directors prior to implementation.

DUTIES OF THE COMMITTEE:

1. The Committee of Examiners will become familiar with and adhere to the Committee of Examiners Bylaws approved by the Board of Directors on November 28, 1995 and attached hereto.
2. The Registrar shall attend the meetings of the Committee of Examiners and record the proceedings of each as well as prepare all other correspondence on behalf of the Committee. The minutes of the meeting shall be forwarded to the Committee Members no later than 14 days after the date of the meeting.
3. The Committee will review its terms of reference, establish its short and long term action plans and provide suggestions, changes and intentions to the Executive Director no later than June 30th annually. The Executive Director will forward the information to the Board of Directors for approval.
4. The Committee of Examiners is to prepare and deliver each year no later than June 30th, a detailed budget for the Committee for the upcoming year.
5. All Committee members must submit to the NBAREA within 30 days of incurrance, any expense claims, complete with receipts, for travel, meals etc., incurred while on Committee business. All expense claims must be submitted to the Association Office prior to the end of the fiscal year, December 31st. Expense claims submitted after the 31st of December will not be reimbursed.
6. The Committee of Examiners will accept and proceed with the directions provided by the Board of Directors, Act, Bylaws and Strategic Plan of the Association in a timely manner unless the directions are contrary to the provisions for the Committee as per the *Act to Incorporate the New Brunswick Association of Real Estate Appraisers*.
7. The Committee will become familiar with the Association's flowcharts / time-line calendars attached hereto and will adhere to them accordingly.
8. The files of the Committee of Examiners shall be maintained at the Association Office and will be the responsibility of the Registrar.
9. The Committee of Examiners shall be responsible for administration of the Articling Program of the Appraisal Institute of Canada and shall therefore be responsible for the reviewing and awarding of articling time. The Committee shall have within its responsibility the right to enforce the policies of the Institute regarding Articling as may be amended from time to time

10. The Committee of Examiners shall be responsible for the interviewing and the recommending of the Appraisal Institute of Canada's CRA (Canadian Residential Appraiser) and AACI (Accredited Appraisers Canadian Institute) designations in accordance with the policies established by the Institute as may be amended from time to time.
11. The Executive Director/Registrar will be responsible for collecting articling submissions and forwarding them to the Committee for review and subsequently reporting to the articling candidate.
12. The Executive Director/Registrar will be responsible for processing Articling Agreements subject to approval by the Committee.
13. The Executive Director/Registrar will be responsible for processing applications for designation, ensuring that the candidate has met all criteria for designation and making the arrangements for the interview.

FLOW CHART - COMMITTEE OF EXAMINERS



TIME-LINE CALENDER -COMMITTEE OF EXAMINERS

| JANUARY | FEBRUARY | MARCH |
|---|--|--|
| | | 1. Prepare and deliver to the Executive Director a report 15 days prior to the AGM. |
| APRIL | MAY | JUNE |
| 1. Review Terms of Reference, with short/long term goals for Committee. 2. The Chair is to provide the Executive Director with a detailed list of Committee members 14 days after AGM. 3. Prepare and deliver to the Executive Director, a newsletter article for the Association Newsletter. 4. Deliver annual report to the membership at the AGM. | | 1. Deadline for Annual Terms of Reference, with short and long term goals to be delivered to the Board of Directors. 2. Deliver to the Executive Director a detailed budget request for the upcoming fiscal year by June 30 th . |
| JULY | AUGUST | SEPTEMBER |
| | 1. Terms of Reference to be reviewed and approved by the Board of Directors. | |
| OCTOBER | NOVEMBER | DECEMBER |
| | | |