



Appraisal Institute
of Canada

CONSOLIDATED TERMS OF REFERENCE
APPRAISAL INSTITUTE OF CANADA COMMITTEES

March 2023 – Revised

Appraisal Institute of Canada
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GENERAL OVERVIEW

TERMS OF REFERENCE

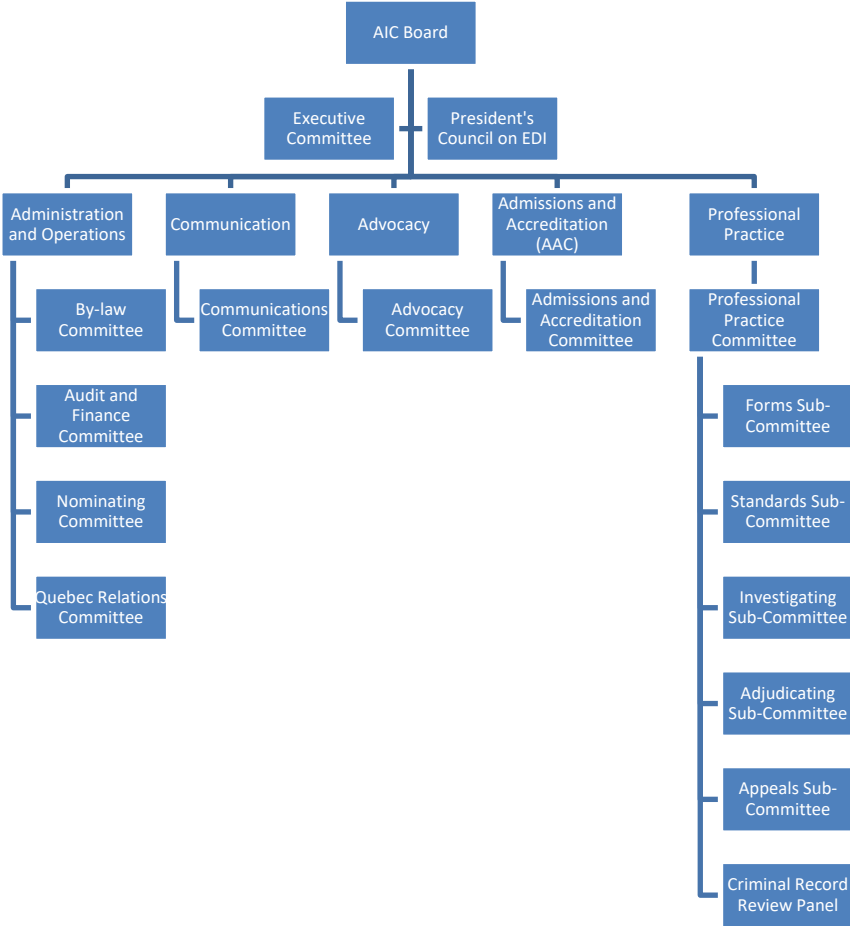
The Board of Directors recognizes the valuable role that committees have in the administration and advancement of the Institute. All committees influence the goals, objectives and outcomes of the organization and receive their authority from and are accountable to the Board of Directors.

The Terms of Reference set out the committee structure, role and reporting functions and should be read in conjunction with the *Consolidated Regulations of the Appraisal Institute of Canada*.

The Terms of Reference do not limit the discussions or deliberations of a committee.

ORGANIZATIONAL STRUCTURE

The Board of Directors, under the direction of the CEO and the Executive, approved and implemented the 2023-2025 Strategic Plan. The AIC’s volunteer Committees and Sub-committees report up to the AIC board.



STANDARD TERMS OF REFERENCE

APPLICABLE TO ALL COMMITTEES

In the interests of brevity, the following sections will apply to all subsequent committee terms *unless specifically stated within the individual committee's terms of reference.*

AUTHORITY

Each committee is a standing committee of the Appraisal Institute of Canada. As such, it gets its authority from, and is accountable to, the Board of Directors.

APPOINTMENT

The Nominating Committee of the Institute will nominate committee members annually, or as necessary, in accordance with the By-laws. The consideration, approval, and ratification of all nominations are approved by the Board of Directors. The Chairs of each committee will be a member of the Board of Directors.

TERM

With the exception of the chairs, who will serve for a one-year period, committee member appointments will be for a term of two years. No one may serve on the same committee more than three consecutive two-year terms (6 years in total) except in those cases where, in the judgment of the Board of Directors, a further extension is warranted. Chairs are to be appointed by the President with input provided by the executive of the AIC.

BUDGET & WORK PLAN

Each committee will develop, submit, and carry out a work plan and budget annually, subject to its approval by the Board of Directors. The Board may task each committee with specific undertakings in accordance with the Institute's strategic plan.

MEETINGS

Each committee shall hold no less than one meeting per year. Meetings of the committee shall be held at the discretion of the Chair or at the request of at least one-half (½) of the members of the Committee. At least fourteen (14) days' notice shall be given of the date, time, place, and agenda for meetings, unless in the case of an emergency. If an emergency meeting is to be called, a minimum of twenty-four (24) hours' notice must be given and the unanimous agreement of Committee's members must be stated for the record.

QUORUM

A simple majority (50% plus one) shall constitute a quorum of each committee.

VOTING

Each voting member shall have one (1) vote at all committee meetings and all questions shall be decided by a majority of votes cast. Any committee positions which are held by AIC staff or AIC CEO will be non-voting positions. In the case of a tie, the chair will have one additional vote which shall be cast to break the tie.

REPORTING

Each committee is required to maintain minutes of their meetings, which must be submitted to the Institute management within fourteen (14) days and which are subject to review by request of the Board of Directors. Progress on committee work plans and meetings shall be made to the Board of Directors during their meetings. The minimum reporting will be a written update at each face-to-face meeting of the Board of Directors, with verbal or written updates to be given, as necessary, during any Board of Directors' teleconference.

ADMINISTRATION & OPERATIONS COMMITTEES

TERMS OF REFERENCE

The Administration & Operations Committees are all standing committees of the Appraisal Institute of Canada. The Executive Committee will act as the administrative master committee.

The objective of these committees encompasses day to day operational level functions within the Appraisal Institute of Canada.

The committees are as follows:

1. Executive Committee;
2. Audit & Finance;
3. Bylaws; Regulations and Procedures; and
4. Nominating.

EXECUTIVE COMMITTEE TERMS OF REFERENCE

MANDATE

The Executive Committee supports the Strategic Plan and is responsible for the day-to-day administration of the affairs of the Institute in accordance with policies and actions approved by The Board. The Committee does not make policy decisions other than those directly related to the administration of the Institute.

APPOINTMENT

The Board of Directors of the Institute will appoint the members annually, or as becomes necessary.

COMPOSITION & TERM

The Executive Committee will consist of: The President, the Immediate Past President, the President-Elect, two Vice Presidents, and the CEO of the Institute.

The Chair of the Executive Committee is to be the President of the Institute. The term of the committee will be for a one-year period.

MEETINGS

The Executive Committee shall hold no less than three meetings per year. Meetings of the Executive Committee shall be held at the call of the President or at the request of at least one-half ($\frac{1}{2}$) of the members of the Committee. At least fourteen (14) days' notice shall be given of the date, time, place, and agenda for meetings of the Executive Committee.

Meetings may be either in person, by teleconference, or by other electronic means. In emergencies, special meetings of the Executive Committee may be called on two (2) days' notice. A special meeting may be conducted by telephone conference call or via similar electronic media.

REPORTING

The Executive Committee will provide reports on their activities and discussions – including recommendations to the Board of Directors of the Institute.

AUDIT & FINANCE COMMITTEE TERMS OF REFERENCE

MANDATE

The Audit & Finance Committee will assist the Board in fulfilling its oversight responsibilities by reviewing and making recommendations to the Board regarding:

- Financial information, including audited financial statements, will be provided to the Board of Directors;
- Strategic financial plans and the annual operating budget;
- The systems of internal controls;
- Internal audit processes; and
- Investment management activities.

GOALS AND OBJECTIVES

It will be the Committee's responsibility, to:

AUDIT

- Recommend auditors for appointment;
- Review the scope of the audit and approve the audit fees involved;
- Receive and review the audited financial statements of the Institute as to reasonableness of presentation, appropriateness of accounting principles and adequacy of disclosure prior to their submission to the Board;
- Receive and review the annual report to management prepared by the auditor;
- Review the objectives and effectiveness of the internal audit function, including working relationships with the auditors and the administration.

FINANCE

- Prepare and recommend the annual budget to the Board;
- Determine whether revised budgets are necessary and to recommend accordingly to the Board;
- Review contracts, agreements or other instruments involving the financial affairs of the Institute, within the mandated board policy, and to make recommendations to the Board regarding appropriate action;
- Ensure that the Institute has effective policies and processes in place that provides appropriate alignment of financial resources with strategic direction, investment policies, management of reserves, financial authority, etc.;
- Promote transparency and accountability in all financial and planning activities of the Institute;
- Assume such other responsibilities as from time to time may be delegated by the Board.

COMPOSITION & TERM

Members of the Audit & Finance Committee will include the President-Elect and two (2) other members of the Board of Directors, as well as the Director of Finance & Administration and the CEO of the Appraisal Institute of Canada.

The Chair of the Audit & Finance Committee is to be a President-Elect of the Institute. The term of the committee will be for a one-year period.

MEETINGS

The in-person meeting should ideally be held, together with the Institute's auditors, just prior to the spring meeting of the Board of Directors.

BYLAWS, REGULATIONS AND PROCEDURES COMMITTEE TERMS OF REFERENCE

MANDATE

The Committee shall have the responsibility to review material prepared by or on behalf of the various AIC Committees or produce material for advice with respect to By-Laws and Regulations and such other duties and responsibilities as may be delegated to it from time to time by the Board.

GOALS AND OBJECTIVES

The Committee will assist the Board in fulfilling its oversight responsibilities by reviewing and making recommendations to the Board regarding:

- All By-Law proposals and amendments;
- All Regulations proposals and amendments;
- Assist, when necessary, AIC committees and board members in the preparation of motions that are intended for Board approval;
- Assist AIC Staff with the preparation of an orientation package for new directors providing education on processes, procedures, policies, and AIC governance issues;
- Consolidate prior board approved procedures into a written “AIC Board Procedures Manual” and create a framework for the addition or removal of procedures from this manual;
- On an ongoing basis review the Board’s process and procedures specifically focusing on: minutes, action items, tracking of items and make recommendations to the Board for consideration;
- Conduct an annual review of By-laws, Regulations and Procedures of the AIC Corporation to provide recommendations to the Board for consideration; and
- Annually review and update the Committee’s Terms of Reference.

COMPOSITION & TERM

Members of the By-laws, Regulations and Procedures Committee will include the Past-President of the Appraisal Institute of Canada and two sitting board members, as well as the CEO of the Appraisal Institute of Canada.

The Chair of the By-laws, Regulations and Procedures Committee is to be the Past-President of the Institute.

The term of the committee will be for a one-year period.

NOMINATING COMMITTEE TERMS OF REFERENCE

MANDATE

The Nominating Committee shall request and review nominations for Institute Members and others to serve on committees.

GOALS AND OBJECTIVES

The Committee will assist the Board in fulfilling its oversight responsibilities by reviewing and making recommendations to the Board regarding:

- Posting committee vacancies together with a brief description of the committee function on the Institute's web page and the Institute's magazine;
- Soliciting prospective nominees for Institute committees from the general membership in consultation with Provincial associations;
- Provincial associations may volunteer the names of members interested in serving on Institute committees but the Institute shall not be bound to appoint such nominees;
- All nominees for office will be advised of the nominating process and any requirements of the Committee. Information submitted by each nominee shall be provided to the members of the committee who shall review each nominee's willingness to serve, eligibility and qualifications.
- In considering prospective candidates, the Committee will review all available information and recommend eligible members who are considered the most qualified to serve;
- It is preferable for active Members to serve on only one Committee at a time. Nominees for officers on the Executive Committee of the Board will be advised of this preference;
- Consideration will be given to nominees who provide a representative balance in the Institute including such areas as the Member's geographical location, area of practice/expertise and interest; and
- The Committee shall establish and maintain an ongoing file of all eligible nominees to be kept for a two-year period allowing for appointments to fill vacancies for unexpired terms.

COMPOSITION & TERM

The Nominating Committee will be comprised of 5 members, as follows: the Past-President, the President-Elect, the CEO, one member from any of Alberta, British Columbia, or Ontario, and one member from any of Saskatchewan, Manitoba, Quebec, Nova Scotia, Newfoundland and Labrador, New Brunswick, or Prince Edward Island.

The Chair of the Nominating Committee is to be the Past-President of the Institute.

The term of the committee will be for a one-year period and is to be automatically established immediately following the election of officers by the board.

PRESIDENT’S COUNCIL ON EQUITY, DIVERSITY AND INCLUSION TERMS OF REFERENCE

INTRODUCTION

The Appraisal Institute of Canada (AIC) is dedicated to providing an atmosphere free of barriers in order to promote equity, diversity and inclusion. We celebrate and welcome the diversity of all members, volunteers, employees, and stakeholders. It is the policy of the AIC to foster an environment that respects people's dignity, ideas, and beliefs thereby ensuring equity and diversity throughout the organization as well as the profession at large. We demonstrate our commitment to this by providing a supportive environment and a corporate culture that welcomes and encourages equal opportunities for all members, volunteers, and employees.

MANDATE

The President’s Council on Equity, Diversity and Inclusion (EDI) will assist the Board in fulfilling its oversight responsibilities by reviewing and making recommendations to the Board regarding:

- Identifying barriers to participation and proposing solutions to enhance the participation of under-represented groups in the full spectrum of AIC volunteer opportunities; and
- Supporting AIC’s efforts to promote membership and volunteerism to individuals from all demographic groups with a focus on those groups where under-representation is an issue.

GOALS AND OBJECTIVES

It will be the Council’s responsibility to:

- Advise AIC volunteer leadership and staff on issues that are specific to diversity;
- Promote and champion transparency and accountability in the volunteer recruitment and development activities of the Institute;
- Review, as necessary, information to be posted to the membership and/ or stakeholders including call for volunteers; and
- From time to time, assume such other responsibilities as may be delegated by the Board.

COMPOSITION & TERM

Members of the Council will include no less than 8 and no more than 12 individuals.

The President of the AIC will be a de facto Member of the Council.

Council members may include designated members, candidates, and student members.

The Chair of the Council will be appointed by the AIC President-Elect.

The term of the Council will extend until such time as determined by the Board.

MEETINGS

The Council will meet no less than quarterly and these meetings will be held by virtual means.

COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

MANDATE

The Communication Committee is responsible for achieving profile for AIC Members, sustaining the reputation and brand integrity of the Institute and its designations and positioning AIC Members as Canada's real estate appraisers of choice.

GOALS AND OBJECTIVES

The Committee will assist the Board in fulfilling its oversight responsibilities by reviewing and making recommendations to the Board regarding:

- Developing and implementing national communications program to:
 - Create awareness with the public of the value of Professional Appraisers;
 - Create awareness with sector stakeholders; and
 - Promote new business opportunities to our Members.
- Developing strategic initiatives aimed at promoting the Institute and its role, the career opportunities available within the industry, and promoting the value of training and obtaining a professional designation;
- Implementing AIC's communications policies, ensuring that all facets of the Communication Plan comply with AIC's Strategic Plan;
- Evaluating AIC's communication initiatives;
- Collaborating with AIC management and advocacy committee to communicate AIC positions;
- Acting as a review board for The Canadian Property Valuation Magazine and other publications;
- Overseeing website content, social media, AIC Exchange (blog) and multimedia products;
- Encouraging collaboration in communications between provincial associations and AIC;
- Maintaining ongoing liaison with the Directors to keep them informed of communication activities and program results; and
- Promoting a high degree of awareness of communication activities among AIC Members, industry stakeholders and allied industry members.

COMPOSITION & TERM

The Chair of the Communications Committee is to be a member of the Board of the Institute. The Communications Committee will consist of at least one (1) board member, and no less than six (6) additional AIC members (including at least one (1) Candidate Member) who represent a cross section of the industry, as well as the Director of Communications, a representative from the Advocacy Committee and relevant AIC staff. From time to time, the Committee may include advisors with expertise from external relevant fields of activities as ex-officio members.

CONFERENCE WORKING GROUP TERMS OF REFERENCE

MANDATE

The Conference Working Group is responsible, in concert with the AIC Conference Planner, for the organization, planning, and implementation of the annual conference of the Appraisal Institute of Canada.

GOALS AND OBJECTIVES

It will be the Working Group's responsibility to focus on the Annual Conference as follows:

- Collaborating with the AIC Conference Planner to identify the required tasks and establish deadline dates for conference planning activities.
- Assigning select members from the Working Group to oversee the tasks and objectives of their respective roles. These roles may include:

Education Program Volunteer

- Responsible to assist the AIC Conference Planner and the Admission and Accreditation Committee to develop a list of potential conference speakers and sessions that have both a local and national reach.

Sponsorship Volunteer

- Works to identify local sponsors who, along with national sponsors, will be contacted and have their relationships managed by the Conference Planner.

Social, Companion Program & Networking Events Volunteer

- Identifies local events or activities that provide a unique experience to the attendees and their guests. The Conference Planner will undertake all logistical planning and contract negotiations.

Sergeant -At – Arms Volunteer

- Identifies conference volunteers who will assist with the Annual General Meeting taking place during the conference.

Any additional roles in the Working Group will require approval of the AIC Conference Planner.

- Collaborating with the Conference Planner to identify appropriate conference and accommodation facilities. The contract negotiations and on-going communications with the facility is the responsibility of the AIC Conference Planner.
- Completing a summary of all 'key' decisions following each meeting specifying actions, to be

- completed by whom and by when and any financial commitments being considered.
- Setting up pre-conference meetings via conference call and/or electronic communication with all volunteer Working Group members to review all their responsibilities and the daily event checklists (prior to start of conference).
 - Ensuring recognition of the volunteers and sponsors is provided shortly after the conference is finished.
 - Creating promotional package which is to be distributed at the Conference one year prior to hosting your event. This proposal is to include a conference theme and logo (to be approved by the AIC CEO and the Director of Marketing & Communications preceding conference). The AIC shall coordinate the production and printing of all promotional materials.
 - Annually reviewing the critical paths document, in conjunction with the AIC Conference Planner, to ensure deadlines are being met and tasks are relevant from year to year.
 - Reporting the registration and sponsorship numbers to the National Board.
 - Providing a final Conference Report to the National Board summarizing attendance, sponsorship finances, and survey results will be presented by the National Board Liaison.

COMPOSITION & TERM

The Conference Working Group will consist of one board member, the local Conference Working Group chair and no more than five (5) additional AIC Members, as well as ex-officio members including: the Director of Marketing & Communications, the Director of Member Education the AIC Conference Planner and AIC Staff support.

ADVOCACY COMMITTEE TERMS OF REFERENCE

MANDATE

The Advocacy Committee shall have the responsibility of developing a proactive, consistent and national strategy public policy and strategic partnerships on issues that affect AIC Members.

GOALS AND OBJECTIVES

The Committee will assist the Board in fulfilling its oversight responsibilities by reviewing and making recommendations to the Board regarding:

- Establishing and maintaining relationships with the federal and provincial government and key decision makers to affect change on key issues
- Building a strong profile as a credible industry voice that is solicited on public policy issues
- Developing positions relating to legislative, regulatory and other proposals that are relevant to the appraisal profession and consistent with the policies and directives of the AIC
- Ensuring that AIC is represented at political activities that impact the appraisal profession
- Tracking pertinent federal and provincial legislation
- Developing and maintaining alliances amongst like-minded organizations and industry- related organizations
- Developing resources for consistent communication of AIC's advocacy initiatives, messages and positions
- Developing and maintaining alliances with public and private sector employers and stakeholders
- Supporting, when appropriate, AIC's affiliates with their provincial advocacy activities
- Overseeing the work of in-house and/or consultant lobbyists, as required.

COMPOSITION & TERM

The Board will assign a chair from the national board of directors. The provincial affiliates will nominate a representative from their region to sit on the Committee. A representative can be a non-voting member that is affiliated with AIC e.g.) Executive Director. This representation will be reviewed and confirmed on an annual basis. The Director, Public Affairs and Communications will be a non-voting member of the committee.

ADMISSIONS AND ACCREDITATION COMMITTEE (AAC) TERMS OF REFERENCE

MANDATE

The Admissions and Accreditation Committee is responsible for the designation process of Candidate Members as well as the continuing professional development of all AIC Members to ensure they have the skills, knowledge and competencies required to sustain the strong reputation of the CRA and AACI designation.

GOALS & OBJECTIVES:

The Committee will assist the Board in fulfilling its oversight responsibilities by reviewing and making recommendations to the Board regarding:

- Proposing new and improved policies, guidelines, and processes to AIC's Program of Professional Studies for Candidates with respect to:
 - Course redevelopment
 - Syllabus redevelopment for AIC Program of Professional Studies
 - Manual(s)
 - Education program expansion
 - Entry and reinstatement requirements for AIC Candidates
 - Course per year requirement
- Delivering an effective and efficient Applied Experience Program (AEP) that applies the academic knowledge gained by a Candidate Member through the AIC Program of Professional Studies to the practical work environment under the guidance of a Designated Member. The AAC is responsible for:
 - Reviewing, updating and implementing Applied Experience Program guidelines and policies
 - Working collaboratively with provincial affiliates to ensure the AEP application process, progress reporting, and submission of AE program requirements is completed as per the AIC Consolidated Regulations.
 - Working with the AE graders to deliver a consistent and fairly graded Applied Experience Exam.
 - Reviewing and revising exam questions, considering grading accuracy and consistency
 - Overseeing UBC's exam administration, and hearing exam appeals, including candidates who have failed three times.
 - Making decisions on administrative aspects of the exam and its operation
- Implementing effective programs to provide a critical examination of a Member's professional work product by another Designated Member who is trained in Peer Review for educational purposes. the committee shall:
 - Maintaining and/or enhancing the quality of work of the membership;

- Maintaining quality control and ensure consistency within the Peer Review process;
- Reporting to the Board on metrics and outcomes of the Peer Review activities; and,
- Informing the Standards Sub-Committee on key areas where education could be improved or clarification of the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) could be beneficial.
- Implementing an effective Professional Competency Interview process that will adequately measure the required competencies of Candidate Members by:
 - Periodically reviewing interview questions and making applicable changes if needed
 - Reviewing the interview process and success rates across the country
 - Training of current and new interviewees.
 - Ensuring the consistency and fairness of the interview process across the country.
- Proposing policies and initiatives with respect to all aspects of the Individual Degree Exemption Assessment (IDEA) as well as review applications to obtain an exemption.
- Proposing, developing, reviewing, improving and promulgating codes of professional ethics, professional qualifications and competency guidelines in relation to the maintenance of AIC designations (AACI & CRA). Specifically the committee shall review and develop policies and initiatives with respect to:
 - Admission Policies;
 - The Institute's Code of Professional Ethics;
 - Reinstatement requirements for AIC Designated Members; and
 - Continuing Professional Development (CPD) program requirements and maintenance of designation.
 - Core Competency;
 - Prior Learning Assessment Recognition (PLAR) program;
 - Foreign qualifications including the development and review of agreements for mutual recognition of professional designations;
 - Advise the Board on professional qualifications matters of fundamental change; and
 - Make recommendation on such other matters as are within the scope of the Professional Qualifications and Competency Committee in accordance with AIC By-Laws.
- Providing articles for publishing in AIC publications related to education and posting on the AIC website
- Reporting to the Board on metrics and outcomes of the AAC
- Informing Professional Practice Committee and the Standards Sub-Committee on key areas where education could be improved upon or clarification of the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) could be beneficial.

COMPOSITION & TERM

The Chair of the Admissions and Accreditation Committee is to be a member of the board of the Institute.

The Admissions and Accreditation Committee will consist of at least one board members, and no less than six (6) additional AIC Members who represent a cross section of the industry and designations (including a non-voting representative from Candidate Member category), as well as ex-officio members including: the Director, Member Education, an AIC Staff support, Director, Appraisal Review and a representative from the affiliated University(ies). From time to time, the Committee may include additional advisors with expertise from external relevant fields of activities as ex-officio members.

PROFESSIONAL PRACTICE COMMITTEE TERMS OF REFERENCE

MANDATE

The Professional Practice Committee is responsible for the investigation, adjudication, and appeal of disciplinary matters against AIC Members as well as setting practice standards for all AIC Members.

The PPC is responsible for three functional areas including:

1. Professional Practice;
2. Complaint Resolution; and
3. Professional Appraisal Standards.

GOALS AND OBJECTIVES

The Committee will assist the Board in fulfilling its oversight responsibilities by reviewing and making recommendations to the Board regarding:

- Establishing and improving the standards of professional appraisal practice as they relate to appraisal standards and ethical rules for the guidance and education of AIC Members, the real estate industry;
- Educating and preventing reoccurrence of situations that call into question the integrity of Members individually and the appraisal profession as a whole;
- Disciplining Members within a framework that has regard for procedural fairness. The disciplinary process is intended to protect the public and the profession, all the while ensuring accountability of Members; and
- Maintaining the highest standards of investigative reviews and reporting.

COMPOSITION

The Professional Practice Committee is a standing committee. It consists of a Chair, Vice-Chair, the Adjudicating, Appeal, Investigating, and Standards sub-committees, the Professional Practice Advocate(s) and the Professional Practice Counsellor(s).

No member of the Professional Practice Committee shall sit on more than one of the following Professional Practice Sub-Committees concurrently:

- Investigating
- Adjudicating
- Appeal

The Terms of Reference set out the committee and its sub-committees' structure, role and reporting functions and must be read in conjunction with the By-laws and Consolidated Regulations of the Appraisal Institute of Canada

TEMPORARY APPOINTMENT

If the Professional Practice Committee requires additional members, or in cases where a sitting member is temporarily unable to fulfill their duties, the Appointing Authority, after consultation with the Chair, may appoint an individual, who would otherwise be qualified for appointment as a committee member. An appointment under this provision will be reviewed not less than every six (6) months, to determine if there is a continuing need for the appointment.

In accordance with AIC Regulations, an individual may be appointed on a temporary basis to the Professional Practice Committee only twice in any two (2) year period.

The Appointing Authority may establish conditions and qualifications for temporary appointments in accordance with AIC Regulations. The temporary appointee will perform their duties in accordance with AIC Regulations.

POWERS AFTER RESIGNATION OR EXPIRY OF TERM

If a member resigns or their appointment expires, in accordance with AIC Regulations, the Chair of the Professional Practice Committee may authorize that individual to continue to exercise the powers as a member of the Professional Practice Committee in any complaint investigation or hearing over which that individual had jurisdiction immediately before the end of their term.

PROFESSIONAL PRACTICE COORDINATING COMMITTEE TERMS OF REFERENCE

MANDATE

The Professional Practice Coordinating Committee will coordinate the activities of the Professional Practice Sub-Committees.

GOALS AND OBJECTIVES

The Professional Practice Coordinating Committee will:

- Develop protocols and procedures for the sharing of information among the sub-committees on an ongoing basis;
- Establish consultative mechanisms among the sub-committees to enhance policy and program development;
- Identify ways to streamline the professional practice process to increase expediency, transparency, and fairness;
- Approve and provide written motions for consideration by the National Board;
- Establish a system to identify trends in professional practice cases and insurance claims; and
- Establish a remedial process aimed at mitigating future complaints and claims.

COMPOSITION & TERM

The Professional Practice Coordinating Committee shall be composed of:

- A Chair
- A Vice-Chair being the President-Elect
- two (2) current members of the Board, one of which is the Past President
- the Professional Practice Advocate(s)
- the Chairs of the following Professional Practice Sub-Committees:
 - Adjudicating
 - Appeal
 - Investigating
 - Standards
- Ex-officio members:
 - The Director of Professional Practice
 - the Counsellor(s)
 - the AIC CEO of the Institute

ADJUDICATING SUBCOMMITTEE TERMS OF REFERENCE

MANDATE

The Adjudicating Sub-Committee shall hear all allegations of misconduct against AIC Members referred to it by the Professional Practice hear appeals of decisions made by the Counsellor Professional Practice.

GOALS AND OBJECTIVES

The goals of the Adjudicating Sub-Committee are:

- To educate and prevent reoccurrence of situations that call into question the integrity of Members individually and the appraisal profession as a whole;
- To discipline Members within a framework that has regard for procedural fairness. The disciplinary process is intended to protect the public and the profession, all the while ensuring accountability of Members;
- Act as an impartial and unbiased panel in the disciplinary process, and report the Adjudicating Sub-Committee's decision(s), including Costs, in writing; and
- Inform the Standards Sub-Committee on key areas where clarification of CUSPAP could be required.

COMPOSITION & TERM

The Adjudicating Sub-Committee will consist of at least six (6) AIC Members (one of which may be an Associate Member) who represent a cross section of the industry and designations.

A CRA Designated Member may sit on a hearing panel to adjudicate ethics allegations and allegations of misconduct that are within the scope of practice of a CRA, even if the allegations relate to an appraisal, review or consulting assignment that has been signed or co-signed by an AACI Designated Member.

From time to time, the Sub-Committee may include additional advisors with expertise from fields of activities as ex-officio members.

The Chair of the Adjudicating Sub-Committee is to be appointed by the Chair of the Professional Practice Coordinating Committee.

The Counsellor(s) Professional Practice, the Director of Professional Practice, and an AIC support staff person will be ex-officio members.

APPEAL SUBCOMMITTEE TERMS OF REFERENCE

MANDATE

The Appeal Sub-Committee shall hear all appeals related to:

- A decision of an Adjudicating Hearing Panel
- A decision of the AAC identified as appealable by AAC Policy;
- A Board vote to remove a Member from membership in accordance with By-Law 5.9; and
- A Board decision to deny membership or regarding the imposition of conditions of membership.

GOALS AND OBJECTIVES

The goals of the Appeal Sub-Committee are:

- To educate and prevent reoccurrence of situations that call into question the integrity of Members individually and the appraisal profession as a whole;
- To discipline Members within a framework that has regard for procedural fairness. The disciplinary process is intended to protect the public and the profession, all the while ensuring accountability of Members;
- Act as an impartial and unbiased panel in the disciplinary and administrative process, as appropriate, and report the Appeal Sub-Committee's decision(s), including Costs, in writing;
- Inform the Standards Sub-Committee on key areas where clarification of CUSPAP could be required.

COMPOSITION & TERM

The Appeal Sub-Committee will consist of at least four (4) AIC Members (one of which may be an Associate Member) who represent a cross section of the industry and designations. A CRA Designated Member may sit on a hearing panel to hear an appeal of sanctions to address ethics allegations and allegations of misconduct that are within the scope of practice of a CRA, even if the allegations relate to an assignment that has been signed or co-signed by an AACI Designated Member.

The Chair of the Appeal Sub-Committee is to be appointed by the Chair of the Professional Practice Coordinating Committee.

The Counsellor(s) Professional Practice, the Director of Professional Practice, and an AIC support staff person will be ex-officio members.

INVESTIGATING SUBCOMMITTEE TERMS OF REFERENCE

MANDATE

The Investigating Sub-Committee shall consider and investigate complaints regarding the conduct or actions of, or appraisals prepared by any Member of the Institute.

GOALS AND OBJECTIVES

The goals of the Investigating Sub-Committee are:

- To educate and prevent reoccurrence of situations that call into question the integrity of Members individually and the appraisal profession as a whole;
- Thoroughly and consistently review and investigate complaints against Members referred by the Counsellor Professional Practice or Professional Practice Advocate, and complete expert reports on the findings of the investigation within an acceptable time period;
- Maintain the highest standards of investigative reviews and reporting;
- Ensure that breaches to the CUSPAP are appropriately addressed with the Member;
- Provide support and assistance to the disciplinary process in the event of Adjudicating and/or Appeal hearings, which may also include participation as an expert witness; and
- Inform the Standards Sub-Committee on key areas where clarification of CUSPAP could be required.

COMPOSITION & TERM

The Investigating Sub-Committee will consist of at least six (6) AIC Members. A CRA-designated investigator may investigate complaints that are within the scope of practice of a CRA, even if the complaint relates to an appraisal, review or consulting assignment that has been signed or cosigned by an AACI Designated Member.

The Chair of the Investigating Sub-Committee is to be appointed by the Chair of the Professional Practice Coordinating Committee.

The Counsellor(s) Professional Practice, the Director of Professional Practice, and an AIC support staff person will be ex-officio members.

STANDARDS SUBCOMMITTEE TERMS OF REFERENCE

MANDATE

The Standards Sub-Committee is responsible for establishing, reviewing, improving and promulgating standards of professional appraisal practice and ethics, and such other duties and responsibilities as may be delegated to it from time to time by the Board.

GOALS AND OBJECTIVES

The goals of the Standards Sub-Committee are:

- To establish and improve the standards of professional appraisal practice as they relate to practice standards and ethical rules for the guidance and education of Members, the users of appraisals, investors, financial institutions, real estate brokers, issuers of securities, government agencies, regulatory bodies and the general public;
- To monitor key standards issues arising from the disciplinary process and complete bi-annual revisions of CUSPAP; and
- To monitor changes in the professional appraisal practice standards in key countries such as the United States (USPAP) and internationally (International Valuation Standards), and to report to Board of Directors and Members on recommended resulting changes to CUSPAP, where appropriate.

COMPOSITION & TERM

The Standards Sub-Committee will consist of one board member, at least three (3) Members, and at least one (1) active, experienced Professional Practice Seminar Instructor.

CRA Members shall not vote on matters dealing with changes to the requirements for the awarding or withdrawal of the AACI designation and shall only sit on professional practice matters which are within the limits of the CRA designation.

The Chair of the Standards Sub-Committee is to be a member of the Board of the Institute.

The Counsellor(s), Professional Practice, the Director of Professional Practice, and an AIC support staff person will be ex- officio members.

FORMS SUB-COMMITTEE TERMS OF REFERENCE

MANDATE

The Forms Sub-Committee is responsible for establishing, reviewing, improving and promulgating appraisal report forms and such other duties and responsibilities as may be delegated to it from time to time.

GOALS AND OBJECTIVES

The goals of the Forms Sub-Committee are:

- To review the AIC report forms, for compliance with the current CUSPAP of the day on an ongoing basis
- To make recommendations to the Standards Sub-Committee
- To review any proposed CUSPAP amendments and make recommendations to the Standards Sub-Committee during a CUSPAP exposure period, or before
- To update the AIC report forms to assist Members to comply to CUSPAP

COMPOSITION AND TERMS

The Forms Sub-Committee will consist of a designated Member acting as Chair and at least three (3) additional designated Members.

CRIMINAL RECORD CHECK REVIEW PANEL TERMS OF REFERENCE

MANDATE

The Criminal Background Check Review Panel will have the responsibility of reviewing new member applications and current members that have a criminal conviction on record and determining whether or not the criminal conviction history has an impact on their ability to be an AIC Member.

The Panel will consider all information received and will render a decision on whether:

- The criminal conviction does or does not impede the applicant's/current member's ability to provide services with integrity and professionalism and
- The applicant's/current member's membership in the AIC would tarnish the reputation of the AIC.

GOALS AND OBJECTIVES

It will be the Panel's responsibility to:

- Ensure a consistent approach is applied to applicants/current members who have a criminal conviction.
- Ensure the profession and public is well served by fulfilling its mandate.

COMPOSITION & TERM

A Panel of six individuals appointed by the Board.

Each individual would have the ability to sit on the panel for a term of two (2) years to a maximum of three (3) terms. The Board may, at its discretion, extend the term of any panel member beyond six years should such extension be deemed appropriate.

There will be a requirement to maintain at least two (2) experienced Panel members at all times to avoid a situation where all Panel members are new.

The Panel will include the following:

- A non-member expert in administrative panel decision making appointed by the Board
- A current or past Member of AAC and a current or past Member of PPC
- One Executive Committee Member
- One Counsellor – Professional Practice
- Chief Executive Officer (non-voting capacity)

The Chair of the Panel will be appointed by the President.

MEETINGS

The Panel will meet on an as needed basis as applicants/current members that have a criminal conviction are discovered.

QUEBEC RELATIONS COMMITTEE TERMS OF REFERENCE

MANDATE

The Quebec Relations Committee shall provide recommendations to the AIC board with respect to opportunities that benefit AIC members and members of L'Ordre des évaluateurs agréés du **Québec** (OEAQ).

GOALS AND OBJECTIVES

The goals of the Quebec Relations Committee are:

- To collaborate with AIC – Quebec and where appropriate the L'OEAQ to look for mutually beneficial opportunities for Professional Appraisers who carry both AIC and the Orders credential.
- To review any proposals put forward from AIC-Quebec or L'OEAQ and provide recommendations to the AIC board.

COMPOSITION & TERM

The Quebec Relations Committee will consist of at least one (1) board member, ideally the representative from Quebec, the AIC CEO and the Director, Public Affairs and Communications. Additionally, the intent is to have representatives from L'OEAQ and the President from AIC-QC.