



Certification Board Mandate

I. Mandate

The Certification Board is a committee of the Board of Directors (BOD) of the Association of the Ontario Road Supervisors (AORS). The mandate of this Board is to administer the Association of Ontario Road Supervisors Certification Program.

II. Committee Composition, Appointment and Procedures

- a. Composition and Appointment of the Committee
The Certification Board shall be composed of six (6) members. Three (3) members shall be appointed by the Association of Ontario Road Supervisors (AORS) and one (1) member shall be appointed by each of the Ontario Good Roads Association (OGRA), and the Municipal Engineers Association (MEA). The sixth member shall be chosen by the other five members. The term of office of the members shall be three (3) years. Each member shall hold office until a successor has been appointed. The Executive Director of AORS shall be an ex-officio non-voting member.
- b. Committee Chairperson and Secretary
The Executive Director of AORS shall be the Chairperson. The purpose of the Chairperson shall be to preside, preserve order, take the vote, and announce the decisions of the Board. The Secretary of the Certification Board shall be appointed by AORS. The duties of the Secretary shall include keeping minutes of Certification Board meetings, conducting correspondence, completing Certification Board Assessment Forms for all applicants, and preserving the records of the Board and candidates for certification.
- c. Absence of Committee Chairman
If the Chairperson is absent from a meeting, those present shall appoint from among themselves a Chairperson for that meeting.
- d. Quorum
A quorum shall be three (3) voting members of the Certification Board.

III. Responsibilities of the Committee

- a. Establish the detailed requirements for certification within the Program Outline approved by the AORS in February, 1989 and other guidelines established by the AORS from time to time.
- b. Assess candidates for certification in a consistent manner, following the procedures outlined in the Board Manual.
- c. Notify candidates of their status in the Program.
- d. Issue certificates to those candidates who qualify for certification.
- e. Issue membership cards to those who have paid their initial registration and annual renewal fees.
- f. Liaise with Education Committee of AORS to ensure education requirements for certification are kept up to date.
- g. Annually review the application and information guide.

(revised by Certification Board June 14, 2011)