



Hearing Panel Subcommittee

2024-2025 Subcommittee Membership

Purpose of the Subcommittee

Based on the Board goals for a governing year, the Hearing Panel Subcommittee will support the Professional Standards Standing Committee through the facilitation of hearings and deliberation of recommendations in response to submitted professional standards/code of conduct complaints.

Subcommittee Type

Subcommittee of the Professional Standards Standing Committee

Scope

- Conduct Investigations, facilitate hearings and deliberate to submit recommendations to the Board of Directors in response to escalated submitted complaints.
- Participate in investigations of accepted complaints and proceed to charges or dismissal.
- Facilitate Hearings in response to investigations that lead to charges.
- Facilitate Penalty Hearing in response to Admission of Guilt.
- Facilitate Appeal Hearing in response to appealed decisions.

Membership Structure

The Hearing Panel subcommittee pool will consist of a minimum of 10 and a maximum of 20 members.

Key Responsibilities

Subject to the duties and responsibilities of the Board, the Subcommittee has the following responsibilities.

- 1) Attend mandatory annual training.
 - Undergo mandatory training to ensure there is a strong understanding of Administrative Justice principals, hearing practices and AMBA's specific policies and processes.
- 2) Conduct fair hearings.
 - Receive evidence under oath or affirmation;
 - Permit parties to call any person, as a witness, with knowledge of the facts relevant to the matters in question; and
 - Permit cross examination of any witness.
- 3) Submit majority recommendations to the Board of Directors.



Duties

- 1) Attend scheduled meetings;
- 2) Complete the required administrative justice training annually;
- 3) Be familiar with AMBA's existing governance framework;
- 4) Arrive on time and be prepared to participate;
- 5) Read any material received prior to the meeting; and
- 6) Accept your share of delegated work.

Accountability & Reporting

- The Subcommittee reports to the Professional Standards Committee.
- The Subcommittee is accountable to the Board of Directors.
- Subcommittee members report to the Chair of the Subcommittee.

Meetings

Meetings and hearings are scheduled on an as-needed basis. Mandatory administrative justice training takes place annually in June.

Membership Criteria

Must be a member in good standing.

Confidentiality

All matters discussed in the Subcommittee are deemed confidential. Members will be required to sign confidentiality agreements.

Term Limits

A maximum term limit is four consecutive years.

Average Time Commitment

Training is 4-6 hours. Each case will require approximately 6-8 hours per panel. Overall time commitment is dependent on volume of complaints and reports.

Voting

Business arising at any meeting of this Subcommittee shall be decided by a majority of votes.

Quorum

3 members are required to be in attendance for quorum. Hearings will not proceed if the Panel is reduced to fewer than three (3) members.

Measures of Success

- Member confidence in the responsible stewardship of the Association as evidenced by member survey.
- Member confidence in the overall foundation of governance at AMBA.
- TBA.



Benefits

- Job satisfaction through volunteerism;
- Fully informed of ongoing changes to the industry;
- Increased knowledge of non-profit and association governance practices;
- Elevate the professional standards in the industry;
- Enhanced knowledge of the Bylaws, the Code of Conduct, and other legislation such as the Real Estate Act;
- Stepping stone to Board of Directors and other industry-related positions available throughout Alberta and Canada; and
- Networking and relationship building.

Resources

Resources and support services will be provided through the office of the CEO.

Staff Liaison

Appointed annually.