
Chief Executive Officer – Job Description

Organization: College of Applied Biologists

Location: Victoria, BC

Reports to: College Board

Employment Type: Full-time

Salary range: \$179,000 - \$242,500

Application Closing Date: February 2, 2026

To apply, please direct your resume and cover letter to helen.taraskin@cab-bc.org.

Position Overview

The College of Applied Biologists (the College) is seeking a visionary and strategic Chief Executive Officer (CEO) to lead the organization in fulfilling its mandate under the Professional Governance Act and other relevant legislation. The CEO is responsible for the overall leadership, governance, and operational management of the College, ensuring regulatory excellence and public trust in the profession of applied biology.

The successful candidate will demonstrate the ability to see connections across program areas and integrate them into a cohesive vision for the organization. They will be collaborative in approach, working effectively with the Board of Directors, staff, and volunteers to advance the College's mandate.

We are seeking a leader who is proactive rather than reactive, able to anticipate emerging issues and opportunities, and who acts decisively in guiding the College through complex challenges. This role requires someone who can balance strategic foresight with sound judgment, ensuring that decisions are made in the best interests of College's mandate, the public, and the profession of applied biology.

Reporting to the Board of Directors, the CEO provides strategic direction, oversees financial and organizational performance, and fosters collaborative relationships with registrants, government, Indigenous communities, and other stakeholders.

Core Duties and Responsibilities

- Lead the College in alignment with its mandate under the *Professional Governance Act* and other applicable legislation
- Develop and implement the College's Strategic Plan and ensure alignment across governance, operations, and regulatory functions

- Represent the College in policy forums, media engagements, and stakeholder meetings
- Advise the Board on legislative and policy matters, including changes to the *Professional Governance Act* and College bylaws
- Oversee financial planning, budgeting, and audit processes
- Promote public trust through ethical leadership and transparent decision-making
- Foster a culture of equity, diversity, and inclusion
- Lead and support staff and volunteers in delivering the College's mandate
- Ensure effective governance practices and support Board evaluation processes
- Develop and implement risk management strategies
- Build and maintain relationships with registrants, government, Indigenous communities, and professional associations
- Oversee policy development and implementation across College operations
- Ensure compliance with the *Freedom of Information and Protection of Privacy Act*, *International Credentials Recognition Act*, and other applicable legislation
- Monitor and respond to developments in environmental and resource legislation, including the *Water Sustainability Act*, *Forest and Range Practices Act*, *Environmental Management Act*, *Migratory Birds Convention Act*, *Species at Risk Act*, and *Fisheries Act*
- Promote integration of resource management principles within the regulatory framework of applied biology

Qualifications, Knowledge, and Skills Requirements

- Undergraduate degree or higher from a recognized post-secondary institution; advanced degree preferred
- Senior leadership experience in a regulatory, public sector, or professional organization
- Deep understanding of legislation including the *Professional Governance Act*, *Freedom of Information and Protection of Privacy Act*, and *International Credentials Recognition Act*
- Strong knowledge of resource management principles and relevant provincial legislation
- Familiarity with federal environmental statutes such as the *Migratory Birds Convention Act*, *Species at Risk Act*, and *Fisheries Act*
- Demonstrated success in strategic planning, stakeholder engagement, and financial management
- Experience working with Indigenous Peoples and First Nations in British Columbia, with an understanding of Indigenous governance, consultation protocols, and the principles and obligations outlined in the Declaration on the Rights of Indigenous Peoples Act
- Exceptional verbal and written communication skills
- Proven ability to manage complex tasks and lead organizational change
- Strong understanding of board governance, policy development, and risk management
- Commitment to equity, diversity, and inclusion

Personal Characteristics

- Visionary and strategic thinker with a collaborative leadership style
- Highly organized and systematic in approach to work
- Diplomatic and tactful, with the ability to manage sensitive matters and maintain confidentiality
- Ethical and transparent in decision-making and business practices
- Adaptable and resilient in a dynamic and evolving regulatory environment
- Skilled in relationship-building across diverse stakeholder groups
- Innovative and proactive in identifying opportunities for organizational improvement

Working Conditions

- Standard office environment: however, the mission of the organization may sometimes involve work outside of the office.
- Standard work week (37.5 hours per week) but occasionally will involve working evenings and weekend hours to accommodate activities (e.g., Board meetings, representing the organization at public events).
- Travel to meetings and events when necessary.
- The College's office is in Victoria, B.C.
- Participation in BC's Public Service Pension Plan is mandatory.