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## Tribunal Committee – Committee Member

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### About the College of Immigration and Citizenship Consultants (the College)

The College is the authority mandated by the Government of Canada to regulate the practice of Regulated Canadian Immigration Consultants (RCICs) and Regulated International Student Immigration Advisors (RISIAs). Its role, authority and powers are established in the *College of Immigration and Citizenship Consultants Act* (Canada). The College sets and enforces the licensing, education and ethical standards of the profession in the public interest.

### Industry

Self-Regulatory Organization (SRO)

### Position

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| <b>JOB TITLE:</b>     | <b>Tribunal Committee – Tribunal Member, RCIC Appointment</b> |
| Department:           | Tribunal Committee  |
| Reports to:           | Chair of the Tribunal Committee                               |
| Language Requirement: | Bilingual, Non-Imperative                                     |
| Location:             | Canada  |
| Classification:       | Appointment   |

The College is looking to build and strengthen its Tribunal Committee in support of our mandate to address concerns about licensee conduct and competence, balancing public protection with a fair and objective process. The main objective of our Tribunal Committee is to resolve or adjudicate cases regarding professional conduct and capacity issues. Adjudicative panels include a Vice-Chair and two other Tribunal members who will make the decision. The following appointment is currently open for application:

- **Tribunal Committee Member (2 positions)**

As a Tribunal Committee Member, your main duties will be to sit on a three-person panel to adjudicate complaints that have been investigated and referred for a disciplinary hearing, as well as adjudicate other conduct or capacity cases. The successful candidate must have 5-7 years experience as an RCIC with a varied scope of practice and understanding of immigration processes and a good conduct and compliance record with the College.

**Time Commitment:** Committee members are expected to be available to commit the equivalent of up to 2 days per month, including availability for scheduled (5%) in-person or (95%) videoconference or teleconference proceedings, and preparation and writing time. Most of the tribunal hearings are done in writing, including submissions received by the Parties.

## Remuneration

Committee members of the Tribunal Committee are paid a per diem, with some work being calculated on a half-hour, hourly, half-day or full-day basis. Travel expenses and a portion of any travel time are also covered under the College's expense policy. The remuneration is comparable to other adjudicative tribunals in Canada.

## Term

Committee members are appointed by the Board of Directors for terms between 1 and 3 years, with opportunities for reappointment.

Full position details can be found below.

## How to Apply

Click [here](#) to upload your resume and brief cover letter indicating why you feel you are fit for this role.

Your personal information is collected and used by the College when you apply for employment with the College. Please read the College's [Privacy Notice](#) for more information regarding its privacy practices.

The College is an equal opportunity employer. We welcome applications from persons legally entitled to work in Canada, who represent the diversity of our nation, and whose qualifications meet the skills and experiences we seek. We are committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities. Should you be contacted regarding an employment opportunity and require an accommodation for a disability, we will be pleased to work with you to identify how we can best support you through this process.

The successful candidate will be required to undergo a criminal background check.

While we thank all applicants for their interest, only those identified for further consideration will be contacted.

Ce poste est affiché en français sur notre site Web à <https://college-ic.ca/quoi-de-neuf/carrieres>.

## POSITION DESCRIPTION

### COMMITTEE MEMBER APPOINTMENTS, TRIBUNAL COMMITTEE

#### A. Introduction

The College's Tribunal Committee is the adjudicative arm of the College that fulfills the functions of the Discipline, Capacity and other Committees as set out in the By-laws 2021-2 and College Act Regulations (draft at time of posting). Committee Members of the Tribunal Committee are appointed by the College's Board of Directors and report to the Chair of the Tribunal Committee.

A panel of up to three individuals is assigned to conduct hearings and written proceedings, which lead to binding decisions affecting the College's licensees and applicants. The main function of the Tribunal Member is to participate in proceedings as a side member of the three member panels.

## **B. Key Duties of Members**

**Tribunal Committee Members are** responsible for:

- Reviewing or hearing and deciding Tribunal Committee cases, generally as part of a three-member panel assigned to a case
- Reviewing and analyzing all evidence and submissions, making a determination on reasonable and probable grounds while applying the CICC Code of Professional Conduct, Regulations and By-laws. Participating collegially in the panel's decision-making process
- Maintaining impartiality and open-mindedness while in committee meetings and deciding on cases
- Carrying out all dispute resolution and decision-making processes in a timely manner, to assist in meeting applicable internal time targets
- Understanding and applying the relevant procedures and criteria to a case, in accordance with the applicable legislation, the Code of Professional Conduct, and Tribunal Committee Rules of Procedure
- Promoting adjudicative excellence by participating in training and professional development, Tribunal Committee meetings, performance assessment processes, and staying updated about current laws, policies and best practices
- Acting with integrity and honesty, and complying with all ethical obligations in the College's legislation, rules and administrative policies, including per diem and expenses policies and confidentiality obligations
- Respecting and practicing equity, diversity and inclusion; and the legal obligation to provide for human rights accommodation
- Promoting access to justice, including a proportionate process, ensuring that every person is treated with fairness, respect and courtesy
- Recognizing and dealing appropriately with situations that may involve an issue of bias or conflict of interest
- Working collegially with all Members and the Tribunal Office, including working as part of an assigned team that may be led by a Member, Vice-Chair or the Chair

## **C. Qualifications of Members**

A Member should have the following, or a proven ability to quickly acquire the following:

- Advanced judgment, tact and self-control to deal with contentious and sensitive issues
- Ability to analyze and assess evidence and arguments, including documents and witness testimony, and deal with legal and other concepts
- Understanding of or experience in one or more areas of dispute resolution, investigation, decision-making, and consensus-building skills
- Understanding of administrative tribunals and/or professional regulation

- In depth knowledge of the nature of the work done by immigration professionals, and the standards applying to their conduct
- Understanding of the professional, community and government context in which the College operates, and a commitment to working within the College's governance and accountability structure
- Knowledge of legislation, the By-laws, Regulations, Code of Professional Conduct, Rules of Procedure, and subject matter dealt with by the Tribunal Committee
- The successful candidate must have 5-7 years experience as an RCIC with a varied scope of practice and understanding of immigration processes  
Good conduct and compliance record with the College
- Communication and interpersonal skills to work collegially in three-member panels, and to achieve consensus in hearing and deciding a case
- Commitment to professional development as an adjudicator
- Not be the subject of any case related to conduct or capacity that has been referred to the Tribunal Committee; and not have a disciplinary record with the College or any other regulatory body or professional association
- Commitment to protecting the public interest within the mandate of the Tribunal Committee's functions
- Superior oral and written communication skills in English and French non imperative
- Computer skills, including Microsoft Word
- Meet the basic eligibility requirements for all Board members and Committee members in section 43.2 of the By-laws 2021-2