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Terms of Reference Professional Practice Working Group (PPWG)

Name

Professional Practice Working Group

Type

Standing – Operational
Reports to CEO (or designate)

Purpose

The purpose of the Professional Practice Working Group (PPWG) is to engage the knowledge and experience of members and Fellows to: a) guide, develop and maintain appropriate resources to support architectural practice in Canada; and b) provide regular insight into the evolution, unmet needs, and challenges of architectural practice in Canada to inform advocacy initiatives and the practice support services offered by the RAIC; and to support the RAIC Advisors to Professional Practice (RAPP) in their practice portfolios.

Scope

Under the leadership of the RAPP, resources to be developed, and maintained by the PPWG are:

- Standard contracts between Client and Architect; and
- Standard contracts between Architect and Consultants; and
- Supporting documentation and guides for the use of these standard contracts; and
- RAIC Guide to Determining Appropriate Fees for the Services of an Architect
- Other resource documents or materials determined valuable to Canadian Architectural practice, or as assigned by the CEO, or designate.

The PPWG will actively work to identify and reflect upon challenges, opportunities and issues facing Canadian architectural practices to inform the RAIC in its efforts to advocate in best interest of Canadian architects and the ongoing development and improvement of RAIC practice support services.

Authority

The PPWG works under the leadership of the RAPP designate and CEO. Any new or amended resources require approval by the CEO or designate prior to distribution to members, Fellows



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and others.

The PPWG shall not have the legal authority to sign contracts, incur liability on behalf of RAIC or to otherwise bind RAIC.

The PPWG cannot expand or alter its structure without express written permission from the CEO or designate.

Membership

The PPWG will consist of 6- 12 volunteer members or Fellows, as designated by the CEO, in good standing, including the RAPP designate, as secretary active member of the working group.

Candidates will be identified periodically through website postings and emailed calls for expressions of interest to RAIC members and Fellows. Expressions of interest will be evaluated by the CEO and/or designate, RAPP designate using the following criteria:

- experience in architectural practice (more experience is generally preferred, but representation of early-career architects will be considered to provide perspective on the requirements for resources produced); and
- knowledge and experience in contracts and contract law; and
- experience with volunteer work; and
- written communication skills; and
- to be inclusive and reflective of the diverse membership of the RAIC, consideration will also be given to providing:
 - a variety in the type and scale of architectural experience; and
 - broad geographical representation including Atlantic Canada, Quebec, Ontario, Prairies, British Columbia, northern Canada; and
 - representation of both official languages; and
 - diversity in gender identification, age, sexual orientation, ethnicity and ability

The CEO will make volunteer appointments to the PPWG.

The RAPP designate will act as chairperson of the PPWG.

Term

Members will be appointed for a two-year term.



An appointment may be renewed by the CEO up to two times, to a maximum of six (6) years served consecutively on the PPWG.

Meetings

The PPWG will meet 6-12 times per year, generally monthly, organized by the RAPP designate. Additional ad hoc meetings may be convened. A quorum shall consist of at least 50% of current members. Meetings will be held primarily by video conferencing.

The RAPP designate, in consultation with the CEO or designate will prepare and issue an agenda, at least one week prior to a meeting. The RAPP designate will prepare and circulate, via email, the minutes of discussion and record of actions within three weeks of each meeting.

Ad hoc meetings or team working sessions of a sub-set of PPWG members may be convened between regular meetings, without agendas or minutes being prepared.

Member Roles and Responsibilities

Members are expected to:

- Review materials provided in preparation for a meeting.
- Attend and actively participate in meetings.
- Review and comment upon draft resources developed by the PPWG.
- Assist in identifying emerging issues to be addressed by the PPWG.

In addition, as part of onboarding to the RAIC, volunteers will be expected to review orientation materials as well as sign off on policies for:

1. Confidentiality and Privacy
2. Conflict of Interest Declaration
3. RAIC Member Code of Conduct
4. Ethical Conduct
5. Whistleblower

Reporting

The PPWG, under the leadership of the RAPP designate is responsible to the CEO.

Copies of meeting minutes shall be retained by RAIC designated staff and RAIC National office.

Resources and budget

The RAPP designate is the primary staff resource to the PPWG, and they will coordinate access



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to other resources within the RAIC, and contracted services where necessary, on behalf of the PPWG.

If applicable, continuing education activities must be organized in collaboration with RAIC staff and with RAIC operational policies and processes. RAIC staff maintain final authority and decision making for any continuing education activities.

The RAIC designated staff is responsible for oversight of PPWG budgets. The designated staff will provide financial updates to the PPWG according to RAIC policy and process, as required.

RAIC will provide resources to facilitate meetings, for example, videoconference access.

RAIC will provide operational support related to marketing and communication for PPWG work, as required and subject to RAIC policy and procedures.

Contracted or purchased resource expenditures, if required, will be budgeted for consideration and specific approval in advance aligned with RAIC annual budgeting and planning process. The PPWG shall adhere to the Financial and Accounting Policies of the RAIC. The PPWG has no spending authority except as budgeted and authorized within the approved annual budget.

Deliverables

The PPWG shall identify, produce and sustain a series of practice resources beneficial to the architects of Canada.

Annual workplan and budget (no later than September 1); and

Bi-annual activity report (March 1/September 1).

Disbanding Working Group

The RAIC shall have the right to disband the working group at its discretion.

Review

Terms of reference will be reviewed by the RAIC staff designate every two years from date of approval of this document.