

# **Revised Terms of Reference for the Royal Architectural Institute of Canada**

## **Practice Support Committee**

October 2, 2017

### **1. Name:**

**RAIC Practice Support Committee**

### **2. Purpose**

The purpose of the Committee is to:

- Direct, develop, and recommend practice tools and services for delivery by the RAIC
- Provide input into RAIC professional development and continuing education activities for architects;
- Undertake other practice activities as determined by the Board of Directors.

### **3. Membership**

3.1 The Board of Directors shall appoint the Practice Support Committee which shall be comprised of:

- 5 to 10 Members and/or Fellows<sup>1</sup>
- Executive Director (or Director of Practice Support)

3.2 The Board will endeavour to ensure representation within the committee from the following regions:

Atlantic Canada  
Québec  
Ontario  
the Prairies  
British Columbia

3.3 Terms of Appointment shall take effect immediately after appointment with duration as follows:

- Members and/or Fellows – three years, except in the inaugural year of the committee, appointments will be made individually for 1, 2 and 3 years
- Executive Director (or Director of Practice Support)– concurrent with engagement

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<sup>1</sup> The number on the committee is based on the variable work flow experienced by the committee.

Should an appointee be unable to complete their term, the Board may make a new appointment to fill the vacancy.

- 3.4 The Chair shall be elected annually by members of the committee. In the inaugural year of the Committee the Board of Directors will appoint the Chair.

#### **4. Financial Control**

- 4.1 The Committee shall adhere to the Financial and Accounting Policies of the RAIC and to the allocated budget for the Committee.
- 4.2 The RAIC shall be responsible for all costs of the Committee.

#### **5. Operation of the Committee**

- 5.1 Meetings shall be at the call of the Chair in consultation with the Executive Director.
- 5.2 Business of the Committee shall generally be conducted by means of e-mail, facsimile communication and telephone conference call. Work shall be coordinated by the Executive Director.

#### **6. Amendments to the Terms of Reference**

- 6.1 Amendments to the Terms of Reference shall be made by the Board of the RAIC.