

Terms of Reference for the Royal Architectural Institute of Canada

Professional Development Committee

August 21, 2006

1. Name:

RAIC Professional Development Committee

2. Purpose

The purpose of the Committee is to:

- Liaise with the Continuing Education Harmonization Task Group which is comprised of provincial representatives;
- Provide direction and input into both the content and the delivery of RAIC professional development and continuing education activities for architects;
- Identify resources (professional expertise and other resources) for the development of new RAIC professional development courses and activities;
- Provide advice with respect to administrative activities related to professional development (records, inter-provincial databases, quality assurance, evaluation, etc.)
- Undertake other professional development activities as determined by the Board of Directors.

3. Membership

3.1 The Board of Directors shall appoint the Professional Development Committee which shall be comprised of:

- five Members and/or Fellows, including a Board member to act as Board liaison
- Professional Development Coordinator
- Executive Director

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

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 Professional Development Coordinator.

6. Amendments to the Terms of Reference

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