

**Terms of Reference**  
**RAIC Syllabus National Advisory Committee**  
(September 2024)

**Name**

RAIC Syllabus National Advisory Committee (SNAC)

**Type**

Operational Committee reporting to the CEO.

**Purpose**

The purpose of the RAIC Syllabus National Advisory Committee (SNAC) is to provide guidance with respect to the RAIC Syllabus program and its RAIC Syllabus Professional Diploma in Architecture in conjunction with the RAIC operational team.

**Scope**

The SNAC provides consultation and advice on the following aspects of the Syllabus program:

- Long-term strategic planning;
- Policies, procedures, curriculum, course materials and design studio guidelines;
- Final adjudication of appeals in design studio (academia only, and not human resources);
- Support the RAIC operational team in monitoring program content to ensure compliance with the Canadian Education Standard (CES).

**Authority**

The SNAC:

- Works with RAIC staff designate, providing advice, recommendations and support as outlined;
- Shall not maintain separate bank accounts or investments, purchase property or hire employees;
- Shall not have the legal authority to sign contracts, incur liability on behalf of the RAIC or to otherwise bind the RAIC; and
- Cannot expand or alter its structure without express written permission from the RAIC CEO or designate.

**Membership**

The SNAC shall consist of no more than seven (7) members, excluding RAIC staff. All members must be RAIC members in good standing (per RAIC Bylaws). The composition of the committee shall comprise a balance of strengths, perspectives, and areas of expertise and reflect a balance of varied demographic representation (including, age, ethnicity, gender, ability, sexual orientation), regional, provincial and territorial representation; firm sizes and sectorial focuses; practice and academia and range of seniority / experience levels (intermediate through advanced). The committee shall include:

- Three (3) licensed Architects with experience on provincial/territorial boards/councils, and/or a Canadian Architectural Certification Board (CACB) or CACB committee;
- One (1) Syllabus studio Instructor or Coordinator representative
- One (1) Syllabus graduate
- One (1) Syllabus student
- One (1) RAIC Advisor to Professional Practice (as Chair)
- Syllabus Registrar (RAIC staff)
- RAIC CEO or designate;
- RAIC Centre for Architecture at Athabasca University Chair (guest, as required)
- Other RAIC Syllabus staff (guest, as required)

## Term

The committee structure shall include the following roles:

- **Chair:** The chair is a member of the RAIC Advisors to Professional Practice (RAPP) and is appointed to the SNAC by the CEO.
- **Members:** Two-year term - that can be renewed up to two additional times, not exceeding a total time of six years in the position. Terms will be aligned with the RAIC operational calendar (January 1-December 31). To be appointed following a call for volunteers.
- **Appointments:** All SNAC members shall be subject to approval by RAIC's CEO or designate. Members' terms should be staggered, if possible. The terms will be aligned with the RAIC operational calendar (January 1-December 31). RAIC's CEO or designate shall have the right to appoint or remove SNAC members as it deems necessary for the proper functioning of the committee.
- **Support:** RAIC Syllabus operational liaison (Syllabus Registrar),
- **Alternates/Guests:** May be identified by the Committee and/or RAIC staff - to attend and/or serve in the case of an unexpected resignation of a previously appointed member before the completion of their term. Any changes to membership must be discussed and approved by the RAIC's CEO or designate.

## Meetings

Members shall meet a minimum of four times each year (once per quarter) via conference call or virtually. Additional meetings can be scheduled as needed.

## Member Roles and Responsibilities

Each member of the SNAC shall comply with the RAIC By-laws, rules, policies and regulations.

## Chair

The duties of the Chair shall include the following (with support of RAIC operational liaison):

- Preparing for and attending the SNAC meetings,
- Soliciting agenda items for the SNAC meetings and preparing and disseminating the meeting agenda and other material to members,
- Maintaining a record of all the SNAC meetings (e.g notes),
- Representing the SNAC at meetings with members or external representatives, events and functions, as requested by the RAIC; and
- Submitting a bi-annual report (April and September) on the activities of the SNAC to a designated RAIC staff member.

## Members

In addition to attending meetings regularly, members will be called upon to provide input on regular and urgent Syllabus issues, including but not limited to:

- Long-Term strategic planning on an annual basis;
- Policies and procedures;
- Course materials and design studio guidelines;
- To administer the Appeals and disputes (academia only, and not human resources)
- To support the RAIC operations team in monitoring content of courses delivered by the RAIC Syllabus Education provider, Athabasca University, to ensure compliance with the Canadian Education Standards.

## Reporting

Copies of the SNAC meeting notes shall be delivered within four (4) weeks of a meeting. Copies will be retained by RAIC's national office.

## Resources and Budget

- The RAIC operational staff is responsible for oversight of the Syllabus budget. The designated staff will provide financial updates to the SNAC according to RAIC policy and process, as required.

- RAIC will provide resources to facilitate meetings, for example, tele/videoconference access. RAIC will provide SNAC a private community within RAIC Connects. If applicable, continuing education activities must be organized in collaboration with RAIC staff and in accordance with RAIC operational policies and processes. RAIC staff maintain final authority and decision making for any continuing education activities.

#### **Deliverables**

- Annual workplan and budget (September 15); and
- Bi-Annual activity reports (April 15 and September 15).

#### **Review**

SNAC Terms of reference will be reviewed by the CEO of designate and in collaboration with the SNAC every two years from date of this document.

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