



RAIC | IRAC

Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

RAIC Continuing Education Advisory Committee Terms of Reference

1. Name

RAIC Continuing Education Advisory Committee (ConEd-AC)

2. Type

Operational committee, reporting to the CEO (or designate).

3. Purpose

The key responsibility of the RAIC ConEd-AC is to serve as an advisory committee to the RAIC regarding the goals, objectives, and content of the continuing education program.

4. Scope

The scope of work includes:

- Assisting the RAIC to guide the development and delivery of continuing education programming, which is relevant, topical, accessible, and most beneficial to Canadian architects.
- Reviewing and assessing educational content, and proposals to develop content, for delivery in different forums, including:
 - ❖ Annual Conference
 - ❖ Webinars
 - ❖ Workshops
 - ❖ Practice resources
 - ❖ Other continuing education offerings
- Assisting the RAIC to identify unmet continuing education needs within the architecture profession
- Assisting the RAIC to identify appropriate subject matter experts who may contribute to the development of relevant content.

5. Authority

ConEd-AC works with RAIC staff designate (Managing Director of Education), providing advice, recommendations, and support to plan continuing education.

RAIC staff have decision-making authority on all decisions, approvals and recommendations affecting organizational operations.

The ConEd-AC shall not:

- maintain separate bank accounts or investments, purchase property or hire employees.
- have the legal authority to sign contracts, incur liability on behalf of RAIC or to otherwise bind the RAIC.

- expand or alter its structure without express written permission from the RAIC CEO or designate.

6. Composition/Membership

The committee is made up of a core group of no more than 10 people (up to three RAIC staff and up to seven RAIC member volunteers) and at least 5 people. All committee participants are appointed by the RAIC.

Chair: Managing Director of Education

- Sets the strategic direction and maintains primary responsibility for the RAIC Continuing Education programming
- Acts as Chair for all meetings and planning sessions.
- Serves as the primary contact between the RAIC and committee members

7. Term

Two (2) year term appointment

Can be extended up to 3 times maximum

8. Meetings

Meetings shall take place approximately six times per year at the call of the chair.

Meetings may be held in person or by videoconference, at the discretion of the RAIC and chair.

Committee members shall be invited to attend all advisory committee meetings and will be given at least two weeks' notice in advance of all meetings.

Copies of meeting minutes shall be retained by the chair and with the RAIC national office.

9. Reporting

The ConEd-AC reports to the CEO or designate.

10. Resources, Budget and Deliverables

RAIC staff steering committee members will provide operational support to the committee.

RAIC staff is responsible to prepare and oversee budgets and workplans related to continuing education programming. The budget must be approved by the CEO.

Continuing education activities must be organized in collaboration within RAIC operational policies and processes.

RAIC will provide access to resources to facilitate meetings including, teleconference and/or videoconference.

This document will be reviewed every two years.