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Terms of Reference RAIC Emerging Practitioner Committee (Updated August 2019)

- 1. Name:** RAIC Emerging Practitioner¹ Committee.
- 2. Type:** Standing Committee of the RAIC Board.
- 3. Purpose:**
 - 3.1 To strengthen the voice of and connect emerging practitioners across Canada in order to serve, inspire and advocate for their continued professional growth on the path to licensure.
 - 3.2 To serve as a link and promote information sharing related to professional development of emerging practitioners from students to becoming licensed architects.
 - 3.3 Provide advocacy and support around issues related to emerging practitioners.
 - 3.4 Provide a forum for emerging practitioners to communicate, collaborate and network.
 - 3.5 Research issues of interest to emerging practitioners and share the findings nationally.
 - 3.6 Provide advice and facilitate educational offerings for emerging practitioners.
 - 3.7 Support and enable membership growth in the RAIC.
- 4. Membership:**
 - 4.1 The Emerging Practitioner Committee can have no fewer than five (5) and no greater than seven (7) members.

¹ Emerging practitioner is defined as an intern or intern architect, graduate from an architecture program, student associates, Syllabus program participants and recently licensed architects (up to five years post-licensure).



RAIC | IRAC

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- 4.2 The Emerging Practitioner Committee will endeavor to have diverse membership with members from various geographic regions, practice settings and backgrounds.
- 4.3 The RAIC board director representing interns and intern architects is a member of the Emerging Practitioner Committee.
- 4.4 The Emerging Practitioner Committee shall meet at such times and frequency as may be agreed but there shall be a minimum of four (4) such meetings per year.
- 4.5 The Emerging Practitioner Committee shall be coordinated by a volunteer Chair that is appointed by the RAIC's CEO and/designate.
- 4.6 The Emerging Practitioner Committee Chair will report to RAIC staff as per RAIC's organizational chart, which may be revised from time to time.
- 4.7 There shall be one RAIC Syllabus Student representative on the Emerging Practitioner Committee. This individual will be selected by RAIC Syllabus program staff and appointed by the RAIC CEO for a two-year term.
- 4.8 Emerging Practitioner Committee members will prepare for and attend scheduled meetings and provide input into priorities and actions for the work of the Emerging Practitioner Committee.

5. Term:

- 5.1 Members of the Emerging Practitioner Committee shall serve for two-year terms. Terms can be renewed up to three (3) times with members serving no more than six (6) years in any capacity. Terms will be aligned with the RAIC operational calendar (January 1- December 31). Attempts will be made to ensure that appointments to the Emerging Practitioner Committee positions will be staggered.
- 5.2 All Emerging Practitioner Committee members shall be subject to approval by RAIC's CEO and/or designate.
- 5.3 RAIC's CEO and/or designate shall have the right to remove or appoint Emerging Practitioner Committee members as it deems necessary for the proper functioning of the committee.
- 5.4 RAIC regional directors may from time to time participate/attend Emerging Practitioner Committee meetings.



RAIC | IRAC

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6. Responsibilities:

- 6.1 There shall be only one Emerging Practitioner Committee with national representation.
- 6.2 The Emerging Practitioner Committee provides consultation and advice in relation to advocacy, membership, representation and continuing education initiatives.

7. Authority:

The Emerging Practitioner Committee:

- 7.1 Works with RAIC staff designate, providing advice, recommendations and support in the areas of: continuing education, membership recruitment and other services. RAIC staff have decision-making authority on all decisions, approvals and recommendations affecting organizational operations.
- 7.2 Shall not maintain separate bank accounts or investments, purchase property or hire employees.
- 7.3 Shall not have the legal authority to sign contracts, incur liability on behalf of RAIC or to otherwise bind RAIC.
- 7.4 Cannot expand or alter its structure without express written permission from the RAIC CEO or designate.

8. Resources and Budget:

- 8.1 The Emerging Practitioner Committee will be assigned an RAIC staff for operational support, as per CEO.
- 8.2 The Emerging Practitioner Committee will work with RAIC staff designate to prepare an annual work plan with associated budget.
- 8.3 The annual budget must be approved by the RAIC board of directors.
- 8.4 Continuing education activities must be organized in collaboration with RAIC staff and with RAIC operational policies and processes.
- 8.5 RAIC designated staff is responsible for oversight of Emerging Practitioner Committee budgets. Designated staff will provide financial updates to the



RAIC | IRAC

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Emerging Practitioner Committee according to RAIC policy and process, no less than twice per year.

- 8.6 RAIC will provide access to resources to facilitate meetings including, teleconference and/or videoconference.
- 8.7 RAIC will provide Emerging Practitioner Committee website presence and operations support on the RAIC website, within RAIC committee microsite. Website content will be subject to RAIC communication policies and procedures, with oversight by Director of Communications.
- 8.8 RAIC will provide operational support related to marketing and communication for the Emerging Practitioner Committee, subject to RAIC policy and procedures.

9. Meetings:

- 9.1 Meetings may be held in person, by teleconference or by webinar.
- 9.2 Emerging Practitioner Committee members and designated RAIC staff shall be invited to attend all meetings.
- 9.3 Emerging Practitioner Committee members and designated staff shall be given a reasonable amount of advance notice of all meetings.
- 9.4 Copies of Emerging Practitioner Committee meeting minutes shall be delivered within one month of a meeting to RAIC designated staff and will be retained at RAIC's national office.
- 9.5 Copies of Emerging Practitioner Committee meeting minutes shall also be retained by the designated Emerging Practitioner Committee chair.

10. Reporting:

- 10.1 The Emerging Practitioner Committee, working with RAIC staff designate, reports to the board.
- 10.2 The Emerging Practitioner Committee will provide bi-annual written update (June and December) using a committee reporting template.

11. Deliverables:

- 11.1 Annual workplan and budget (September)



RAIC | IRAC

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11.2 Bi-annual written reports (June, December)

12. Review:

12.1 Terms of reference will be reviewed by the board every 2 years from date of this document. October 2021.