



**RAIC | IRAC**

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

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

**Practice Support Committee**

October 2, 2017

Moved by: Jason Robbins, MRAIC  
Seconded by: Susan Ruptash, FRAIC  
Date: November 10, 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

1/2

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

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

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.