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

Terms of Reference PRACTICE SUPPORT COMMITTEE

Name

Practice Support Committee

Type

Standing - Operational Committee

Purpose

The purpose of the Practice Committee is to engage the knowledge and experience of members and Fellows to: a) guide, develop and maintain appropriate resources to support architectural practice in Canada; and b) provide regular insight into the evolution, unmet needs, and challenges of architectural practice in Canada to inform advocacy initiatives and the practice support services offered by the RAIC; and to support the Director of Practice in their engagement with members and other agencies.

Scope

The resources to be developed, and maintained by the Committee are:

- Standard contracts between Client and Architect; and
- Standard contracts between Architect and Consultants; and
- Supporting documentation and guides for the use of these standard contracts; and
- RAIC Guide to Determining Appropriate Fees for the Services of an Architect
- Other resource documents or materials determined valuable to Canadian Architectural practice, or as assigned by the CEO, or designate.

The Committee will have broad latitude to identify and reflect upon challenges, opportunities and issues facing Canadian architectural practices to inform the RAIC in its efforts to advocate in best interest of Canadian architects and the ongoing development and improvement of RAIC practice support services.

Authority

The Committee will recommend for the approval to the CEO or designate any new or amended resources it produces prior to distribution to members and fellows.

The Practice Support Committee shall not have the legal authority to sign contracts, incur liability on behalf of RAIC or to otherwise bind RAIC.

The Committee cannot expand or alter its structure without express written permission from the CEO or designate.



Membership

The Committee will consist of 8 to 12 volunteer members or fellows in good standing, including the Director of Practice, as secretary and voting member of the Committee.

Candidates will be identified periodically through website posting and emailed solicitation to RAIC members and fellows. Applications will be evaluated by CEO, Director of Practice, and current Committee Chair, using the following criteria:

- experience in architectural practice (more experience is generally preferred, but representation of early-career architects will be considered to provide perspective on the requirements for resources produced); and
- knowledge and experience in contracts and contract law; and
- experience with committee work; and
- written communication skills; and
- to be inclusive and reflective of the diverse membership of the RAIC, consideration will also be given to providing:
 - a variety in the type and scale of architectural experience; and
 - broad geographical representation including Atlantic Canada, Quebec, Ontario, Prairies, British Columbia, northern Canada; and
 - representation of both official languages; and
 - diversity in gender identification, age, sexual orientation, ethnicity and ability

In consultation with the Director of Practice and the current Committee Chair, the CEO will make appointments to the Committee.

The Committee will, at its first meeting in each calendar year, select a chairperson from its members, who will serve as chair until replaced.

Term

Members will be appointed for a three-year term, on an iterative basis. With the goal of balancing continuity and renewal, 3-4 new members will be appointed each year. Current members, will each, upon adoption of this Terms of Reference, be asked to commit to 1, 2- or 3-year reappointment.

Any appointment may be renewed by the CEO up to two times, after the adoption of this Terms of Reference.

Meetings

The Committee will meet 10 to 12 times per year, generally monthly, organized by the Director of Practice. Additional ad hoc meetings may be convened. A quorum shall consist of at least 60% of current members. Meetings will be held primarily by telephone or video conferencing.



The Director of Practice, in consultation with the Chairperson, will prepare and issue an Agenda, at least one week prior to a meeting. The Director of Practice will prepare and circulate, via email, to committee members, shortly after the meeting, draft minutes of discussion and record of actions. Minutes will be approved by the Committee at the next meeting.

Members will communicate by email, telephone and video conference between meetings. Ad hoc meetings or team working sessions of a sub-set of committee members may be convened between regular meetings, without agendas or minutes being prepared.

Consensus will be the goal. In the absence of consensus, actions of the Committee will be decided by a simple majority of members present at a scheduled meeting of the Committee, which comprise a quorum. Both the Chair and the Secretary may cast a vote.

Member Roles and Responsibilities

Members are expected to:

- Review materials provided in preparation for a meeting.
- Attend and participate in meetings.
- Review and comment upon draft resources developed by the Committee.
- Assist in identifying emerging issues to be addressed by the Committee.

Authority

This is an operational committee reporting to the CEO or designate. Authority of the committee, or a member, to act on behalf of the RAIC is limited to that which is approved by the CEO or designate.

The committee shall not

- maintain separate bank accounts or investments, purchase property or hire employees; or
- have the legal authority to sign contracts, incur liability on behalf of the RAIC or to otherwise bind the RAIC; or
- expand or alter its structure without express written permission from the RAIC CEO or designate.

Reporting

The Committee is responsible to the CEO.

Copies of meeting minutes shall be retained by RAIC designated staff and RAIC National office.

Resources and budget

The Director of Practice is the primary staff resource to the Committee, and they will coordinate access to other resources within the RAIC, and contracted services where necessary, on behalf of the Committee.

If applicable, continuing education activities must be organized in collaboration with RAIC staff and with



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RAIC operational policies and processes. RAIC staff maintain final authority and decision making for any continuing education activities.

The RAIC designated staff is responsible for oversight of committee budgets. The designated staff will provide financial updates to the committee according to RAIC policy and process, as required.

RAIC will provide resources to facilitate meetings for example, tele/videoconference access.

RAIC will provide operational support related to marketing and communication for committee work, as required and subject to RAIC policy and procedures.

Contracted or purchased resource expenditures, if required, will be budgeted for consideration and specific approval in advance aligned with RAIC annual budgeting and planning process. The Committee shall adhere to the Financial and Accounting Policies of the RAIC. The committee has no spending authority except as budgeted and authorized within the approved annual budget.

Deliverables

The committee shall identify, produce, publish and sustain a series of practice resources beneficial to the architects of Canada.

Annual workplan and budget (no later than September 15); and

Annual activity report (March 15).

Review

Terms of reference will be reviewed by the RAIC staff designate every two years from date of approval of this document.