

Terms of Reference for the RAIC Practice Support Committee

Revised February 2016

1. **Name:** RAIC Practice Support Committee

2. **Purpose**

The purpose of the Committee is to:

- 2.1 Direct, develop, and recommend practice tools and services for delivery by the RAIC;
- 2.2 Communicate with provinces to make arrangements for the development of joint practice documents;
- 2.3 Provide input into RAIC professional development and continuing education activities for architects;
- 2.4 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:

- A minimum of seven Members and/or Fellows
- Manager, Practice Support

3.2 The Board will endeavour to ensure representation within the committee from the following regions:

- BC/Yukon
- Alberta/NWT
- Saskatchewan/Manitoba
- Ontario North/East/Nunavut
- Ontario Southwest
- Quebec
- Atlantic Canada

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
- Manager, 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. Authority and Resources

4.1 The Committee shall adhere to the Financial and Accounting Policies of the RAIC and to the allocated budget for the Committee. Any additional resources beyond those included in the annual budget will be presented to, and approved by, the Board.

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 Manager, Practice Support.

5.2 Business of the Committee shall primarily be conducted by means of e-mail, teleconferences and in-person meetings if required to complete special business and subject to budgetary approval. Work shall be coordinated by the Manager, Practice Support.

6. Amendments to the Terms of Reference

6.1 Amendments to the Terms of Reference shall be made by the Board of the RAIC.