## Terms of Reference

<table>
<thead>
<tr>
<th>Committee Name:</th>
<th>Practice Advisory Committee (PAC)</th>
<th>Type:</th>
<th>Operational Standing Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson:</td>
<td>Appointed by Committee</td>
<td>Vice-Chair:</td>
<td>N/A</td>
</tr>
<tr>
<td>Responsible to:</td>
<td>Executive Director</td>
<td>AAA Admin Support:</td>
<td>Director of Practice</td>
</tr>
</tbody>
</table>

### Composition:
The Committee is to be comprised of at least two (preferably three) architects, and one licensed interior designer, plus the Director of Practice. Committee members should have strong insight into the practice of architecture and interior design and have a strong interest in guiding members regarding better practices in today's ever-changing practice environment.

Retired members (architects or licensed interior designers) are also eligible to serve on this committee. However, at all times there should be a minimum of two practicing members on the committee.

The members of the committee will be selected by the Executive Director, either through direct recruitment or through a member-wide call for volunteers.

The members of this committee will be contracted and paid an annual honorarium for their services.

Committee members should have a minimum of ten years of practice experience (15 to 20 years preferable but a combination of senior and intermediate practitioners on the committee may be acceptable).

### Chair
The position of Chair shall be selected from the committee members themselves. The Chair shall not be an individual serving on AAA Council or working within AAA administration. This is a consensus committee and as such the role of chair is for communication with members and/or Practice Review Board (PRB) as required.

### Term of Office:
The term of each committee member will be up to a maximum of five (5) years, and contracts will be reviewed annually and renewed (by the Chair and the Executive Director) in the first quarter of each year. The Executive Director may extend the term of a committee member by one year.

### Criteria
The committee will meet regularly as required (weekly or bi-weekly) and at the call of the Chair or the Director of Practice.

The Committee's terms of reference and mandate is approved by the Council.

## SPECIFIC AREAS OF RESPONSIBILITY

### Mandate:
To advise the AAA membership and administration on practice matters as they relate to the AAA's Strategic Plan, the Architects Act, General Regulation and bylaws.

### Relationship with the Executive Director
- To serve as a resource on practice, business and industry perspectives
- To identify and make the Executive Director aware of trends, issues, and matters relating to practice standards that AAA may wish to address or consider.
Terms of Reference

Relationship with the Director of Practice
- To act in an advisory and collaborative capacity to support the Director of Practice in his or her responsibilities of responding to member requests for advice and information. The Director of Practice is a member of the Practice Advisory Committee. The Director of Practice supports the work of the Chair and the committee by preparing the meeting agenda and by maintaining the log of issues and solutions discussed by the committee.

Relationship with the Practice Review Board (PRB)
- To act in an advisory and collaborative capacity to assist the PRB in their mandate
- Based on their observations and communications with the AAA membership and other industry stakeholders, to suggest potential subject matter to PRB for policy deliberation
- To develop tools to communicate policy positions established by the PRB to the membership and other stakeholders
- PAC will assign one of its members to serve as a liaison to PRB to facilitate regular communication between the two bodies.

Relationship with the Registrar
- To act in an advisory and collaborative capacity upon request to assist the Registrar in addressing practice issues.

Relationship with the Complaint Review Committee (CRC)
- To relay to the Registrar matters that arise in their advisory capacity that may warrant review through the complaints process. PAC will notify the member that they will cease further communication on the particular file as it is outside of PAC’s mandate to make any decisions, recommendations or determinations with regard to discipline cases.

Relationship with Other AAA Members
- To maintain confidentiality of AAA members in regards to communications entrusted to PAC’s review and advice.

Relationship with Other AAA committees
- To act in an advisory and collaborative capacity to support the mandate of other AAA committees, including but not limited to, the advocacy/external relations initiatives.

Deliverables:
The Practice Advisory Committee must remain nimble in its ability to quickly bring together varied positions and interpretations of a professional practice issue. As such, the committee is not required to follow the level of formality requested of other committees. The very need to be responsive, however, requires that some form of trackable documentation of meetings be maintained.

The majority of practice issues raised will be handled through the Director of Practice as part of that position’s responsibilities. As required, more complex issues are brought to PAC for input, discussion, and ultimately resolution.

Decisions are communicated directly to the inquirer and where appropriate, to the greater membership, by issuing a practice bulletin, or by bringing the issue to the Practice Review Board for supplementary action.
Deliverables (cont’d):

**Answering Individual Member Inquiries**

Supporting the Director of Practice, from time-to-time PAC may communicate directly with AAA members in response to their inquiries. In situations where verbal communication takes place between PAC members and AAA members, written responses will be required by way of follow up for tracking purposes.

**Providing Guidance to the Membership as a Whole**

When and where appropriate, PAC will prepare communication materials for use online, in member newsletters, at professional development events and in other ways to support the membership in maintaining their professional knowledge and competency.

**Writing**

As noted above in the mandate section, in collaboration with the Practice Review Board, PAC will prepare for Council approval, practice bulletins and advisories that serve to interpret and communicate established AAA legislation and policies.

**Reporting**

PAC will provide the Director of Practice and/or Executive Director information that the Director of Practice will, as applicable, include in regular reports to Council.

Meetings, Timeframes, and Deadlines:

**Meetings**

Members are required to meet on an as-needed basis. Meetings can be virtual, on the phone, or in person. The level of formality for meetings is up to the chair.

**Response Time**

PAC is required to acknowledge receipt of AAA Member inquiries in writing within two business days. A more detailed response is required within a timely manner. Routine inquiries will be answered as quickly as possible by the Director of Practice, while more complex matters under consultation with the committee are understood to have a longer timeline. Standard practice would be to have all inquiries answered within five business days from receipt of inquiry.

**Professional Development Credit**

Participation on this committee is eligible under the category of AAA committee work which allows for a total of 4 structured learning hours per professional development reporting period.

Proposed Approval / Review Date:

These terms of reference will be reviewed by Council on a biennial basis at the June Council meeting.