

Professional Development Advisory Committee – Terms of Reference

Committee Name: Professional Development Advisory Committee

Type: Operational Standing Committee

Composition: The Committee is comprised of architects and licensed interior designers that have a specific interest in the planning and implementation of professional development strategies for connecting the Alberta Association of Architects, and by extension the members at large, with each other and the community. The Chair will be appointed by the Council, and if required a Vice-Chair will be chosen by the committee. At the discretion of the Chair, members are appointed. The Chair will have a position on the Communication Committee and may appoint any member of the Professional Development Advisory Committee to attend on their behalf.

Members:

Chairperson: Coben Christiansen

Vice-Chair: *Fills in when the Chair is not able to attend meetings.*

Committee Members:

Responsible To: Executive Director

AAA Staff Support: Professional Development Coordinator

Criteria: Must meet on a regular basis. Meetings can be 'virtual', on the phone, or in person. The committee may create ad-hoc sub-committees and/or task forces from time to time. The Committee's terms of reference and mandates are approved by the Executive Director.

Specific Areas of Responsibility:

Mandate: To guide the AAA in providing leadership and advice and feedback on the professional education portfolio as it specifically relates to the Association's Strategic Plan. This can cover areas such as course offerings and providers, policy changes, and education related events.

Deliverables: The committee will be expected to provide advice and input into the following items:

- Potential course providers and course offerings which may be of a 'technical' nature;
- Workshops, conferences, session speakers and topics;
- Recommendations on Professional Development Program and policy changes;
- Development of in-house course offerings and publications; and
- Distance learning opportunities.

Proposed Approval/Review date: Annual review in June of every year.

Meetings, Timeframes and Deadlines: The term of office for each committee member should be no longer than three years, and will be renewed on an annual basis.