

<b>Committee Name:</b>	Professional Development Advisory Committee (Education Committee)	<b>Type:</b>	Operational Standing Committee
<b>Chairperson:</b>	Appointed by Council	<b>Vice-Chair:</b>	None
<b>Responsible to:</b>	Executive Director	<b>AAA Administration Support:</b>	Professional Development Officer

**Composition:** The Committee is comprised of at least three registered members in good standing. At least one must be a Licensed Interior Designer. Committee members shall have a specific interest in the planning and implementation of professional development strategies for connecting the Alberta Association of Architects (AAA), and by extension, the members at large, with each other and the community. Members are appointed by the Chair.

The Professional Development Officer is the ex-officio (i.e., non-voting) administrative liaison and is not counted in the total number of committee members.

**Term of Office:** The term of office for members is one year, renewed annually up to four consecutive terms.

**Operating Criteria** 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, advice, and feedback on the professional education portfolio as it specifically relates to the AAA'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 on the following matters:

- 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
- Distance learning opportunities
- Wherever possible, members of this committee are expected to attend/participate in educational events presented by AAA. The purpose of this participation is so that committee members can fully contribute to the assessment and planning of such events.

**Meetings, Timeframes, and Deadlines:** Must meet on a regular basis—at minimum twice per year. 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.

**Proposed Approval / Review Date:** October 6, 2021 / Review annually in June

## APPENDIX A

### BYLAWS

**Amendments approved by Members May 9, 2017**

**Further amendments approved by Members December 11, 2021**

### PART 5 COMMITTEES

#### Education Committee

5.2 In accordance with section 47 of the General Regulation the Education Committee is hereby established to administer the compulsory continuing education program in accordance with the program rules established by the Council and as specified in section 47 of the General Regulation.

### ARCHITECTS ACT GENERAL REGULATION

**With amendments up to and including Alberta Regulation 219/2010**

**Expiry Date: October 31, 2021**

#### Compulsory continuing competence program

46 Registered architects, licensed interior designers and restricted practitioners must

- (a) comply with the continuing competence program rules approved by the Council,
- (b) obtain the continuing competence hours required by the Council in each calendar year by completing continuing competence activities approved by the Council and the core competency courses required by the Council,
- (c) maintain accurate and complete records of activities in the continuing competence program,
- (d) report on the completion of continuing competence activities in a manner approved by the Council, and
- (e) on the request of the Registrar, submit documentation in a form approved by the Council that demonstrates compliance with the continuing competence program rules.

#### Program rules

47(1) An education committee established by the Council by bylaw may recommend to the Council rules governing the operation of the continuing competence program, which include the following:

- (a) rules governing the continuing competence hours that may be earned for each continuing competence activity;
- (b) rules governing the type and category of continuing competence activities that an authorized entity must undertake in a calendar year;
- (c) rules limiting the number of continuing competence activities within a specific category for which a member may earn continuing competence hours;
- (d) rules governing additional continuing competence activities for which continuing competence hours may be earned;
- (e) other rules, as required, governing the continuing competence program.

(2) The Council may establish rules and amendments to the rules and must:

- (a) send notice to all registered architects, licensed interior designers and restricted practitioners that the rules have been established or amended, and
- (b) provide copies of the rules and any amendments to the rules to the public, the Minister and to any other person on request.