
Standing Committee on Professional Development

Terms of Reference

Committee Mandate

The Standing Committee on Professional Development is dedicated to **enhancing the skills and expertise of NCC members** by **providing continuous learning and professional growth**. The PD committee seeks to foster a vibrant community of practice through targeted educational initiatives, workshops, and mentorship opportunities. The PD Committee is committed to ensure that PD opportunities are accessible and inclusive, catering to diverse member needs.

Areas of focus

- Professional development across a variety of skill-levels, topics, formats and platforms.
- Networking opportunities

Responsibilities

- **Identify Needs:** Conduct a needs assessment to understand the training and development requirements of members, in collaboration with the *Foresight Champion*, *Data Champion* and *National Liaison*.
 - **Plan and Coordinate Professional Development Activities:** Design and implement a professional development program, including free and paid workshops, courses and webinars.
 - **Manage Vendors:** Maintain a roster of professional development facilitators through the chapter's Vendor Management plan.
 - **Assess Effectiveness:** Establish and maintain metrics to measure the effectiveness of professional development activities and implement improvements based on evidence and insights, in collaboration with the *Data Champion*.
 - **Coordinate Promotions:** In collaboration with the *C&M Champion* and the Chair of the *Partnerships and Engagement Committee*, develop a calendar of professional development promotional materials across multiple communication channels (social media, newsletter etc.) that align with the strategic goals of CES-NCC.
 - **Promote PD Financial Support:** Administer the Learning Opportunities Fund (LoF) (with support from REDIAS Committee), ensuring that the LoF is promoted as part of all PD communication materials.
 - **Support Partnerships and Relationship-Building:** Support the Chair of *Partnerships and Engagement* in the management of relationships with education institutions, industry leaders and other professional organizations to expand professional development offerings.
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- **Promote Cohesion:** Support the *National Liaison* and CES National's Professional Learning Committee to ensure PD offerings and promotions and designed and delivered in a coordinated manner. Liaise with other Chapter PD contacts as needed.

Expectations of the Committee

- **Workplan:** Develop an annual workplan, provide a prioritized list of activities and proposed outputs/deliverables for the Board's approval and ensure its on-going implementation throughout the Board's fiscal year.
- **Operations:** Prepare proposals, documents or Motions for the Board's consideration with at least 5 calendar days before a Board meeting.
- **Cohesion:** Coordinates with *Board Secretary* for event dates or timelines to manage potential conflicts with CES National or partnership events.
- **Consistency:** Draft and translate any communication materials pertaining to the work of the Committee to be used in publication and social media channels, in consultation with the *Communications and Marketing Champion*.
- **Official Languages:** Ensure any content provided to members is translated, in consultation with the *Official Languages Champion*.
- **Institutional Memory:** Drafts an annual report that summarizes the Committees work and accomplishments, which will be used in the Chapter's annual report and feed into Chapter's input to National's annual report.
- **Information Management:** Files all documents in the Board's Google Drive. Working documents must be filed in the Google Drive and all final documents shall be labelled accordingly, in consultation with the *Information Management Champion*.
- **Human and Financial Resources:** The Committee identifies the human and financial resources required for its workplan and takes action if additional resources are needed for initiatives to be completed.

Composition and Roles

- The Committee is led by a **Chair**.
- The Committee sets out the composition of its members as required to serve its workplan and deliverables.
- The Committee will include volunteers that are Board members and non-board members.
- The Committee will include Advisors who will provide expertise on an add needed basis.

Meetings

- Meetings occur at the discretion of the Chair; however, are typically held **monthly**.
- Action items are recorded at each meeting and are followed up on as part of the agenda of subsequent meetings.
- Estimated Time Commitment for a Committee Member: **4-5 hours / month**

Authorities

- The Committee has authority to make decisions about projects, deliverables as well as human and financial resources as set out in its annual workplan and Board budget as approved by the CES-NCC Board.
- The Committee may create working groups, advisory committees or other types of sub-committees that support the Committee's workplan, as needed.

Accountability

- Each Committee Member is expected to attend meetings on a regular basis and is accountable for their assigned deliverables. Continuous absences or failure to complete deliverables or meet deadlines may lead to the Committee member being recommended for removal by the Committee Chair.
- The Chair provides a written update on the Committee's progress against the Board's workplan by no later than 72 hours before each Board meeting.
- Committee members must declare any conflicts of interest or situations that may raise a perceived conflict of interest as a result of Committee activities. In case where this may occur, the member shall reach out to the Board President to discuss how to proceed

Review and Amendments

This Terms of Reference will be reviewed **every two years** and revisions are approved by the Board. This Terms of Reference will be reviewed after the first year following the Committee's creation.

Date	Summary of Updates
September 11 2024	ToR approved by BoD
June – August 2025	Review period