



## TERMS OF REFERENCE

### PROFESSIONAL DEVELOPMENT

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**Creation Date:** March 19, 2016

**Revision Date:** March 9, 2020

#### **Purpose/Role:**

The role of the Chair, Professional Development is to coordinate all education sessions offered by the AFP Ottawa Chapter. These events include but are not limited to; monthly education sessions, webinars, and regional sessions.

#### **Responsibilities:**

- Report to the Chapter President, Board of Directors and membership at regular intervals;
- Prepare and execute a plan for monthly chapter programming;
- Coordinate with the Diversity Chair to provide cultural diversity and programs for members of all types;
- Coordinate with the Regular representation to provide at least one annual education event that is outside the National Capital Region;
- Working with the Engagement committee -recruit and retain members for the Education/Program Committee;
- Encourage involvement of members in chapter programming;
- Use the Chapter Education Program Planning Guide found in Section XIV of this manual titled Program Materials & Manuals;
- Work with other committee chairs (Ethics, Government Relations, etc.) to ensure that programs are presented in these areas at least once a year;
- Maintain program records including description, speaker, attendance, evaluation and revenue;
- Work with the Communication Chair and Newsletter Editor to publicize programs;
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

#### **Membership:**

- The AFP Ottawa Chapter Professional Development Chair is an active member of the AFP Ottawa Chapter;
- The AFP Ottawa Chapter Professional Development Chair is a member of the Board of Directors;

#### **Accountability:**

- Manages and oversees the Education Committee: There may be eight to ten additional volunteers on the Committee\*

##### Responsibilities include, but are not limited to:

- Communications & Marketing;
- Program Design and Content;
- Speaker Coordination;
- Webinar Strategy;
- Event Management and Logistics;

*\*Length of volunteer terms on the Education Committee are determined by the Professional Development Chair*

#### **Meeting schedule and Time Commitment:**

- The AFP Ottawa Chapter Education Session Chair is expected to attend:
  - Regular committee meetings;

- Monthly Board of Directors meetings;
- The Annual General Meeting (typically scheduled in May of each year);
- The AFP Board Orientation Meeting, (typically scheduled in June of each year).

**Policies:** Reference AFP Ottawa Chapter by-laws

**Evaluation:**

The terms of reference shall be reviewed annually from the date of approval

They may be altered to meet the current needs of all committee members, by agreement of the majority