

**Barrie & District Chapter**

**Professional Development (PD) Committee Terms of Reference**


<p><b>MANDATE OF COMMITTEE:</b></p>	<p>As per Schedule 3: Chapter Governance and Operating Terms, Section 13 Chapter Position Roles, 13.6 Chair, Chapter Professional Development.</p> <p>The mandate of the HRPA Barrie &amp; District Chapter Professional Development (PD) Committee is to facilitate, with the cooperation of the Association’s staff and the Chapter Board, the Chapter’s annual professional development and networking program calendar in accordance with the needs of the Chapter Members, the Chapter’s Mandate and Section 6.1 of these Operating Terms, and in alignment with the Association’s annual plan and performance obligations</p>
<p><b>REPORTING RELATIONSHIPS AND REQUIREMENTS:</b></p>	<ul style="list-style-type: none"> <li>• The Chapter Professional Development (PD) Chair of the Barrie &amp; District Chapter Board will oversee and guide the work of the Chapter Professional Development (PD) Committee</li> <li>• All Committee members report to the Chapter Professional Development (PD) Chair</li> </ul>
<p><b>COMMITTEE RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Provide feedback and suggestions for educational content and professional development topics</li> <li>• Research speakers who are subject matter experts in all competency areas</li> <li>• Plan event details (suggested venues, speaker communication, provide audio visual requirements to HRPA Staff, onsite event support, etc.)</li> <li>• Assist in the completion of CPD Speaker forms preparing for submission to HRPA</li> <li>• Committee members must be available for hosting early morning, daytime, lunch, and evening chapter events (virtual or in person) for the duration of the term; as well as participate in the dry run virtual preparation meetings with guest speakers</li> </ul>

<p><b>HRPA STAFF RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• Confirm speaker availability and negotiate agreements</li> <li>• Provide feedback to speaker and Committee following a session</li> <li>• Work with Professional Development Chair and Chapter Treasurer to allocate Chapter budget and assist with communications related to all events</li> <li>• Host Chapter Professional Development Calls</li> <li>• Host Program planning session once a year with Chapter Board</li> </ul>
<p><b>MEMBERSHIP:</b></p>	<p>The Professional Development (PD) Committee (if needed) is comprised of volunteer members depending on the size of the chapter (with a maximum 5).</p> <ul style="list-style-type: none"> <li>• Chapter Professional Development (PD) Committee volunteer vacancies are filled in accordance with Schedule 3: Chapter Governance and Operating Terms (section 16) for a term of 1 year</li> <li>• HRPAs Staff and the Chapter Chair are ex-officio to all chapter committees</li> <li>• As listed in Schedule 3: section 16.2 of our Chapter Governance &amp; Operating Terms, Chapter Committee Membership and Terms - The Chapter Committee Membership term is 1 year starting July 31st</li> </ul>
<p><b>BUDGET AUTHORITY</b></p>	<p>The Secretary-Treasurer with the assistance of HRPAs Staff is responsible and accountable for the budget and ensuring that the budget is not exceeded or used inappropriately. Committee members will have no responsibility or authority for the budget.</p> <p>Venue contracts are reviewed and signed by the Treasurer with the assistance of HRPAs Staff. Any costs over \$5,000 to be approved by HRPAs management. The budget is set at the Chapter Board level at the Spring Chapter Board program planning session. Speaker budget can only be used for pre-approved CPD speakers and booked through the HRPAs Speaker Bureau.</p>
<p><b>MEETINGS</b></p>	<ul style="list-style-type: none"> <li>• At least one (1) Chapter Professional Development (PD) Committee meetings will be held during the business year. These meetings may be held in person or virtually within the prescribed budgetary framework.</li> <li>• Meeting notes and committee documentation is to be hosted in HRPAs online Chapter Board Directors community.</li> </ul>

	<ul style="list-style-type: none"><li>• Approximate 10 (ten) volunteer hours per month.</li><li>• As listed in Schedule 3: section 16.5 of our Chapter Governance &amp; Operating Terms, Deemed Resignation - No Chapter Volunteer shall be absent for more than three (3) consecutive Chapter Committee Meetings without reasonable cause. Should this occur, such Chapter Committee Member is deemed to have resigned from the Chapter Committee.</li></ul>
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Professional Development (PD) **Committee** Terms of Reference Approved by:

Barrie & District Chair, Chapter Professional Development (PD) **Committee**

 (signature) Sherry Patterson (printed name) May 19/21 (date)

HRPA Staff Anne Costabile (signature) Anne Costabile (printed name) May 23, 2021 (date)

