Continuing Professional Development Education

Terms of Reference

Chair

The Chair of the CPDE Committee is recommended to Council by the President, in consultation with the Governance Committee, to direct the activities of the Committee according to the protocol established by the committee pursuant to the Act and Bylaws.

Duties

- The Chair should be familiar with the applicable sections of the Act, the Bylaws and with the CPDE Committee Protocols that are included in this manual.
- The Chair will calibrate committee members for their duties by reviewing this manual with them.
- The Chair will, in his/her absence, identify a co-chair to manage the committee and reporting following the usual format and protocols.
- The Chair will review the Committee protocols frequently to identify enhancements.
- The Chair will direct activities of the committee with administrative support from the Director of Events, Marketing and Communications.

Time Commitment

- Half hour phone calls with the Director of Events, Marketing and Communications. several times per month.
- Reviewing documents and communicating by daily emails with the Director of Events, Marketing and Communications and with the committee members.
- Conference call meetings as required (every second month?) to discuss the portfolio.

Remuneration

- The Chair and panel members are remunerated pursuant to the College Per Diem Schedule on the Council website.

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