

Terms of Reference

Continuing Professional Development Committee

2007

<i>Project Summary</i>	One of the objects of the Association is to establish and maintain standards of conduct, knowledge and skill among members of the Association and permit holders (Section 6(c) of the Act). The Committee is responsible for managing the Continuing Professional Development (CPD) Program. The Committee will report on its activities annually to Council.						
<i>Mission</i>	To promote CPD amongst the membership and receive input from the membership in order to maintain and improve a program that will meet the ACLS needs.						
<i>Objectives</i>	<p>The main objectives of the Committee are as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To advise Council on CPD policy as required. <input type="checkbox"/> To ensure that the ACLS membership is aware of the advantages and benefits of CPD with respect to the ACLS, and <input type="checkbox"/> To assist the membership with CPD objectives through the development of seminars and the promotion of other learning opportunities. <input type="checkbox"/> To encourage and assist members in completing the voluntary CPD reporting forms, compiling statistics from submitted forms, and reporting to Council. 						
<i>Members</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Dave Dediluke (Chairman)</td> <td style="width: 50%; border: none;">Bruce Gudim</td> </tr> <tr> <td style="border: none;">Jim Banks</td> <td style="border: none;">Jeff Fee (Council Liaison)</td> </tr> <tr> <td style="border: none;">Dick MacDougall</td> <td style="border: none;"></td> </tr> </table> <p>A quorum for any meeting of the committee shall be half the number of listed members. An ACLS staff member will participate in the meetings. Committee size should be at least four members in addition to the Council Liaison and ACLS staff member.</p>	Dave Dediluke (Chairman)	Bruce Gudim	Jim Banks	Jeff Fee (Council Liaison)	Dick MacDougall	
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<i>Scope and Outputs</i>	<p>The Committee shall issue an annual report outlining at least the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of issues addressed and/or acted upon in the past year. <input type="checkbox"/> Recommendations on proposed course of action for each issue. <input type="checkbox"/> Planned activities for the coming year. <p>The report shall be submitted to the Registrar prior to the AGM.</p>						
<i>Approach and Methodology</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Committee meetings may be conducted by teleconference or as face-to-face meetings. <input type="checkbox"/> The committee shall review the CPD Report Forms voluntarily submitted each year from ACLS members. <input type="checkbox"/> The committee shall manage the ACLS Travel Bursary Program. <input type="checkbox"/> The committee shall provide one of the committee members to be a liaison with the CCLS Standing Committee pursuant to the Memorandum of Understanding on Developing National Learning Opportunities for Canadian Land Surveyors. <input type="checkbox"/> Search for grants and possible partnerships for a distance learning course 						