

	Procedure Manual Section Committee Procedures	Document No.	
	Document Title Terms of Reference	Version 1	Effective date : 2009-06-25

Standards of Practice Committee Terms of Reference

PURPOSE
<p>The Committee is to provide clear, effective and up to date standards, in respect to all disciplines, for the ACLS membership. To achieve this purpose, the Committee will:</p> <ul style="list-style-type: none"> • Identify issues that require General and Technical Standards of Practice • Maintain and update the ACLS Practice Manual (PM) • Promote the use of the Practice Manual by the membership • Liaise with Surveyor General Branch on matters related to standards and the maintenance of the PM & the General Instructions for the Survey of Canada Lands (GISCL).
ACCOUNTABILITY
<p>The committee is accountable to the Council of ACLS and reports through the Council Liaison member. The Committee will select a Chair from the members assigned by Council. An ACLS staff member and Practice Review Manager will be Ex Officio members of the ACLS Standards of Practice Committee. Terms of service of Committee members shall be 2 years for general members. Chairmanship shall be a one-year term. A rotational system will be used to ensure continuity between every term.</p>
AUTHORITY
<p>The committee has authority within the policy parameters and budget authorized by Council on an annual basis.</p>
STAFF ACCOUNTABILITY
<p>The Practice Review Manager will be the recording secretary for the Committee and an ACLS staff member will provide administrative support as required.</p>
PLANNED ACTIVITIES FOR THIS YEAR
<ul style="list-style-type: none"> • Develop new standards and guidelines where identified. • Review other jurisdiction manuals for consistency • Continue to pursue disclaimers for digital files, and digital signatures
REPORTING REQUIREMENTS
<p>The Committee shall submit an annual report to the Executive Director for presentation to each Annual General Meeting outlining at least the following:</p> <ul style="list-style-type: none"> • Summary of its activities during the past year. • Planned activities for the coming year.
REVIEW DATE (on an annual basis from Council approval date)
<p>By January 17th 2013</p>

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