



Continuing Professional Development Committee Terms of Reference

I Purpose

To support Engineers Yukon by planning and organizing, or identifying, professional development opportunities and by supporting Engineers Yukon Council in managing the Continuing Professional Development Program for the benefit of Engineers Yukon members and the public.

II Committee Goals

- a) Plan and promote professional development opportunities for Association members.
- b) Provide and identify professional development events that allow Yukon-based members to meet the intended objectives of the CPD program.
- c) Provide programming in a wide spectrum of topics in order to create pertinent training opportunities for all members.
- d) Support Council and Engineers Yukon Staff in management and adjudication the CPD Program.
- e) Advise Council regarding proposed changes to the structure and implementation of the CPD Program.
- f) Strive for two major (1-day or longer) and at least two minor (1 hour to several hour) events each year that are conducted in the Yukon.

III Committee Activities

- a) Seek out, on an ongoing basis, education and training opportunities for CPD events in a wide spectrum of topics and formats.
- b) With the assistance of Engineers Yukon administration, plan and organize professional development opportunities, including selecting suitable topics, recruitment and contracting of educators and presenters, and booking of presentation facilities in locales which facilitate attendance by the Engineers Yukon membership and, often, the public.
- c) With the assistance of Engineers Yukon administration, arrange for advertising of professional development opportunities to the membership, including those which are organized by Engineers Yukon, and those which are organized by other groups and but suitable for Engineers Yukon members' professional development.
- d) Make determinations on whether or not particular events or activities qualify as CDP under the intent of the program.
- e) Meet as required to plan, organize and deliver events, and to report to Council; and submit an annual budget request to carry out the business of the Engineers Yukon Continuing Professional Development Committee.



IV Structure and Operations

- a) Council appoints a member of Engineers Yukon as the Chair for a three-year period. The Committee shall supply Council with recommendations. Nothing precludes the same person from serving more than one three-year period as Chair if Council agrees.
- b) Council shall decide who will act as Liaison between the Committee and Council.
- c) The Committee members shall serve at the pleasure of Council.
- d) If Council has any guidance or direction for the Chair and the Committee including that of the committee's mandate, Council shall explain and discuss it with the Liaison, or in the absence of a Liaison the Committee Chair, who will take the information to the Committee for action.
- e) The Committee Chair and/or Liaison shall report to Council on a monthly basis. There is a standing item on the Council meeting agenda for updates from all Committees.
- f) The Chair of the Committee will provide a written report on the previous year's activities
by January 31st, to be included in the AGM package for members.
- g) The Committee members should represent a broad spectrum of the Engineers Yukon constituency.
- h) The Chair of the Committee will represent the Committee to its counterpart at Engineers Canada, subject to approval by Council.
- i) No member of the Committee shall communicate on behalf of Engineers Yukon unless they receive prior approval from Council.
- j) All external communications must receive approval by Council before release.
- k) Non-members of Engineers Yukon may be included on the Committee at the discretion of the Chair.
- l) The Committee may create sub-committee(s) as required, subject to approval by Council.

Approved by Council: March 14, 2017