

3.0 COMMITTEE TERMS OF REFERENCE & ROLES AND RESPONSIBILITIES (Revised September 2019)

3.7 PROFESSIONAL DEVELOPMENT COMMITTEE

Purpose: To plan, develop and implement professional development for evaluators across Ontario.

3.7.1 Terms of Reference

Principles of Operation:

- ▶ The committee will work in a participatory way with the Board and other relevant committees and the results of its work will be transparent and responsive to the membership.

Membership:

- ▶ Consists of 5 to 8 members including at least two members of the Board of Directors who will co-chair the committee.
- ▶ Members are expected to have no more than 3 absences per year without unexpected circumstances from the committee

Term: Two years (renewable).

Meetings: 8 meetings per year, more if required.

Reporting and Working Relationships:

- ▶ Reports to the CES-ON Board of Directors at regular Board meetings and to the membership at the Annual General Meeting.
- ▶ Works with the Advocacy, Membership and Communications Committees.
- ▶ Collaborates with other chapters, particularly National Capital Chapter (NCC).

3.7.2 Roles and Responsibilities

The members of the Committee will:

- ▶ Review the CES Ontario strategic plan annually, as it pertains to the Professional Development Committee
- ▶ Develop an operational plan which will include the following:
 - ▶ Ensure that ESS is offered at least twice each year
 - ▶ Provide 2-3 intermediate to advanced workshops each year
 - ▶ Develop and maintain a roster of qualified presenters for PD workshops
 - ▶ Assist with the professional development provided at the AGM
 - ▶ Review professional development materials on a regular basis and arrange for materials to be updated as needed
 - ▶ To make sure that professional development opportunities align with the professional designation project
 - ▶ Increase access to professional development opportunities for evaluators in Ontario
 - ▶ Seek opportunities to increase the number and types of professional development offered.

- ▶ Explore potential partnerships with other CES committees and educational institutions to increase the number and types of professional development offered.

The co-chairs will:

- ▶ Ensure that the CES-ON Professional Development Committee carries out its responsibilities to CES-ON to plan, develop and implement professional development for evaluators across Ontario.
- ▶ Ensure that the committee works in a participatory manner with the Board and other Board committees and that the results of its work are transparent and responsive to the membership.
- ▶ Oversee the work of the committee as described above under Role and Principles of Operation.
- ▶ Ensure the Strategic Plan of the CES - ON is carried out as it pertains to the PD Committee.
- ▶ Maintain a productive PD Committee membership that consists of 5 to 8 members including at least two members of the Board of Directors.
- ▶ Hold 8 meetings per year more if required, and encourage working groups to be set up to work on specific projects.
- ▶ Prepare reports to the CES-ON Board of Directors at regular Board meetings and to the membership at the Annual General Meeting.
- ▶ Works with all Board Committees to ensure the strategic plan of the Board is carried out.
- ▶ Collaborates with other chapters, particularly NCC.