



## PROFESSIONAL DEVELOPMENT STANDING COMMITTEE OF COUNCIL

### TERMS OF REFERENCE

#### GOALS AND OBJECTIVES

The following goals and objectives of the Professional Development will include, but not be limited to:

- Represent the Institute on the University of Saskatchewan's Regional and Urban Planning Program Committee to participate in the ongoing development and delivery of the University's Regional and Urban Planning Program;
- Coordinate, with assistance from the Executive Director, the Regional and Urban Planning Program's Work Study Program;
- Work with the Student Representative to identify learning and networking opportunities for students;
- Participate in the annual review and adjudication of the Regional and Urban Planning Program McLeod – Jourdin Memorial Award
- Coordinate and promote the annual awards of the Institute;
- Undertake a regular review of the Continuous Professional Learning Guide to ensure members have up to date information, and propose updates, as required;
- Work with Executive Director to assigning Learning Units to professional development opportunities; and
- Provide, organize and deliver professional development opportunities to members;
- Engage with members on an ongoing basis to seek feedback and input to ensure Institute CPL programming is relevant and aligned with member needs;
- Provide input into the programming of the Institute's annual conference, through liaison with the Conference Committee.

#### APPOINTMENT

If there is more than one Officer of the Committee, the Committee will designate one Officer that will lead committee tasks.

The Professional Development Committee will assist the Executive Director and:

- Respond to requests for comment electronically, often in a short time frame;
- Always consider the full representation of SPPI's diverse membership and all membership categories
- Communicate with the SPPI Advocacy and Public Relations Committee to suggest educational opportunities

#### TERM

Chair: The designated SPPI Professional Development Committee member



# SASKATCHEWAN

PROFESSIONAL PLANNERS INSTITUTE

Committee: Up to 8 SPPI members in good standing through self-nomination in a call for volunteers. If there are more than 8 volunteers, SPPI Council may select 8 members through consensus.

## **REPORTING**

The Professional Development Committee shall report back to Council through quarterly Committee reports. When required for timely response, the PD Committee Chair may communicate electronically with SPPI Council for comments and e-vote to approve public releases.