



Association of Professional Geoscientists of Ontario Continuing Professional Development Sub-Committee Terms of Reference

Mandate

The Continuing Professional Development Subcommittee is a sub-committee of the Professional Practice Committee, a Standing Committee of Council. The CPD subcommittee is responsible for developing and maintaining a Continuing Professional Development (“CPD”) program in accordance with the Professional Geoscientist Act 2000, Regulations made under the Act and By-Laws of the Association.

Functions and Responsibilities

- Develop a Continuing Professional Development program that ensures members maintain, improve and broaden their knowledge, skills, and personal qualities necessary for the execution of professional and technical duties
- Manage the Continuing Professional Development program; making modifications to ensure the program is effective
- Perform audits of the Members’ compliance with the Continuing Professional Development program annually or upon request by other Committees

Outcomes and Deliverables

- Periodic reporting to APGO Council on findings and progress of the Committee
- Provision of an Annual Report to Council by February 28 following the December 31 year end
- CPD program manual

Operational Considerations

- Meetings of the Continuing Professional Development Subcommittee will be held quarterly or more frequently as required
- Audit groups meet as required to conduct audits
 - o Audit results to be communicated back to membership
 - o Audit results to be compiled and forwarded to the Executive Director
- Minutes of meetings should be prepared and delivered to the Executive Director and Committee members with 30 days of said meeting being held
- Resource requirements, manpower and funding, to be produced annually in conjunction with the annual budgeting process

Status and Authority

- The Continuing Professional Development Subcommittee is a subcommittee of a Standing Committee of the APGO as noted in By-Law No. 7 30(b)

- The Committee reports to the Professional Practice Committee through its chair or the Executive Director
- The Continuing Professional Development Subcommittee shall operate within the terms of the Act and its By-Laws
- Recommendations and decisions of the Committee will be by consensus
- The Committee has the authority to create Audit Groups, which will be comprised of members of the Continuing Professional Development Subcommittee. Audit deficiencies shall be referred to the full CPD Committee for further review and final decision
- The Committee's term is open ended

Composition/Organization

- The Continuing Professional Development Subcommittee will be comprised of APGO members in good standing
- The minimum number of members to form the Continuing Professional Development Subcommittee is four
- The terms of the members of the Subcommittee are open
- The Chair is to be nominated by the Subcommittee and approved by the Chair of the Professional Practice Committee
- The term of the Subcommittee Chair is open-ended
- The members of the Continuing Professional Development Subcommittee select the Vice Chair
- The Vice Chair assumes the role of the Chair if the Chair is not present or in the event that the Chair steps down
- A majority of members, with a minimum of four, of the Continuing Professional Development Subcommittee constitutes a quorum

Review

- The Terms of Reference of the Continuing Professional Development Subcommittee will be reviewed at least once every three years or when mandated by the Professional Practice Committee

References

- Professional Geoscientists Act, 2000
- APGO By-Laws No. 1 – Business
- APGO By-Laws No. 7 - Standing Committees of Council
- Terms of Reference – Professional Practice Committee