

Terms of Reference Professional Development Committee

Purpose:

The Professional Development Committee develops and implements quality professional development opportunities to TRO members and non-members who practice Therapeutic Recreation.

Composition:

1. The Professional Development Committee includes:
 - a. Two or more Board of Directors members appointed or elected by the Board of Directors as Committee Chairs for a term of 2 years. The Committee Chair(s) act as a liaison between the TRO Board of Directors and the committee.
 - b. A maximum of 6 TRO members who volunteer to participate in the committee.
2. The Board may make temporary appointments to the committee, to fill vacancies until a formal request for committee membership and selection process has been initiated and successfully concluded.
3. TRO's Executive Director shall be an ex officio member.
4. TRO's Communications staff member shall be an ex officio member.

Meeting Frequency:

The Professional Development Committee shall meet a minimum of four times per calendar year or as frequently as needed. They may also meet at the request of the Board or Directors or Executive Director.

Duties and Responsibilities:

The Professional Development Committee will:

- Oversee and support planning and execution of the Annual TRO Conference
- Plan, source, and execute cycles of webinar content
- Oversee and provide support to TRO's communities of practice
- Create non-dues revenue streams through professional development opportunities
- Develop a strategy to host regional education days around the province
- The Professional Development Committee is obliged to act on any other matters assigned by the Board of Directors or Executive Director.

Decision-Making and Quorum:

- A quorum of the committee is 51% of committee members, with one being a Committee Chair.

- In the event a member is not capable of personally carrying out their powers and duties, the Committee can continue to deal with its core business.
- A committee member should not miss more than 3 meetings in a calendar year without prior communication with the Committee Chair(s) or TRO's Executive Director.
- Any repeated misconduct, as per TRO's By-Laws, may result in a committee member being dismissed from the committee.