

# Terms of Reference

## IAEM Canada – Professional Development Committee



### Type

- Standing Committee

### Members

- Committee membership: recommended minimum of 5 not to exceed 20 regular members
- A list of active members will be maintained.

### Committee Positions

- There will be one Committee chairperson for a two year term\*.
- There will be one Committee co-chair/secretary for a two year term\*.

\*When possible, the Chairperson and Co-chair will transition on opposite years.

### Responsible To

- IAEM Canada Board of Directors

### Mission

- To promote professional development and learning opportunities for emergency managers in Canada.

### Authority

- The committee is charged with making recommendations to the IAEM Canada Board of Directors on professional development opportunities, professional resources, and issues pertaining to the image of Emergency Management as a professional practice within Canada.

### Meetings

- **Frequency:** Committee meetings will be scheduled by teleconference on a monthly basis. Meetings may not be held in July, August, or December due to holidays. Changes to the meeting schedule may take place with the agreement of the committee chair and co-chair, provided that the period of time between any two committee meetings does not exceed three months. The committee shall endeavor to meet 10 times per year.
- **Co-Chair:** The co-chair will chair the meeting in the event of the absence of the Committee chair.
- **Quorum:** A quorum for Committee meetings will consist of 50 percent plus one of Committee members.

- **Agenda Items:** The Secretary will prepare a copy of the agenda for each meeting and distribute it to all members at least one week in advance of regularly scheduled Committee meetings.
- **Minutes:** The Secretary will prepare and forward the minutes of the meetings to committee members for approval at the subsequent meeting. Once approved, the Secretary will make the minutes of the meetings available to the Committee through the document sharing site.
  - The Chair is responsible for ensuring that Committee minutes are forwarded to the IAEM-Canada Chair and IAEM-Canada Secretary for uploading to the committee website. In the absence of the Chair, the Co-Chair shall complete this task.
- **Reporting Dates:** The Chair of the Committee will report on a monthly basis to the Board of Directors of IAEM Canada. (*IAEM Canada Bylaws, Article VII, Section 1, B*)
- **Participation of Committee Members:**
  - Commitment is for five (5) hours of work per month, including the teleconference, work on committee-related projects, and other work.
  - If the member misses three (3) conference calls within a 12 month period, the Committee Chair will contact them directly to discuss continued committee participation.
  - Note: due to the nature of the emergency management profession, members can request a leave of absence for incident response or conflicting priorities.

## Composition

The Committee will endeavor to achieve representation from a cross section of IAEM Canada membership from all provinces and territories including, but not limited to:

- Municipal, Regional, Provincial/Territorial, Aboriginal and National levels of government
- Non-government organizations
- Industry
- Business
- Educational Institutions
- Students in emergency management or related programs

Working groups, such as the Core Competency Working Group, will be established and used as necessary to complete work as per the committee's annual work plan based on IAEM-Canada's Strategic Plan. These groups may be dismantled if there is no further need.

## Other Resources

- Coordinate with IAEM Canada Communications & Marketing committee

## **Communication with Board**

- Canadian Professionalization of Emergency Management Committee Chair shall communicate with the IAEM Board

## **Specific Areas of Responsibility**

- Identify and promote professional development opportunities
- Through collaboration with external partners, clarify and document EM core competencies within a Canadian Framework
- Raise awareness of EM core competencies as they align to the CEM/AEM certifications and the Canadian industry
- Create mentorship and shared industry information exchange opportunities that are accessible to, and respond to the needs of , members
- Highlight experts in different areas of emergency management in Canada
- Maintain a list of EM educational opportunities in Canada

## **Review and Revision**

- The Terms of Reference will be reviewed upon transition to a new Chair every two years.

## **Approval/Review Date**

- Approved: January 18, 2023
- Next review date: January 2025