

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 in 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 where decisions are being approved 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 post on our shared drive in advance of regularly scheduled Committee meetings.
- **Minutes:** The Secretary will prepare and post the minutes of the meetings on our shared drive for approval at the subsequent meeting.
- **Reporting:** 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 other IAEM Canada committee as appropriate

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 or every two years.

Approval/Review Date

- Approved: January 13, 2025
- Next review date: January 2027