



## Canadian Association of Government Finance Officers

### Professional Development Committee Terms of Reference

#### **Purpose:**

The Professional Development Committee (PDC) is a committee reporting to the Board of Directors. The committee is responsible for overseeing the development, ongoing monitoring, and promotion of excellence in lifelong learning processes and strategies for CAGFO members.

#### **Functions:**

The Professional Development Committee is responsible for:

- Reviewing the development and implementation of policies, a work plan, and an operational plan relevant to CAGFO members and their continuing profession development. (Note – what is the difference between a work plan and an operational plan?)
- Developing the program for the Annual Conference including topics and recommending speakers for each session.
- Reviewing and recommending Board approval of all topics and speakers for webinars/seminars.

#### **Examples of work:**

- Reviewing policies and plans from staff for alignment with Professional Development goals
- Using the Conference at a Glance schedule, strategize the session types (plenary versus concurrent) and topic / speaker line up
- Reviewing subject contact and speaker suggestions for webinars / seminars for staff to pursue

#### **Members:**

1. Up to six members from the Board of Directors and/or volunteers from the membership.
2. The Executive Director and the Manager of Operations.

#### **Length of Term:**

1. A one-year term with the possibility of renewal for a second term.

#### **Frequency of Meetings:**

The committee will meet once a month or at the call of the chair by teleconference, On-line portal or in person as budget and agenda allow.

#### **Reporting Responsibility:**

1. This committee reports to the Board of Directors at its monthly Board meetings. Additional information, updates or request for approval may be communicated to the Board of Directors by e-mail, mail or fax when appropriate.
2. All meetings shall be documented, with minutes circulated and preserved.