



# Terms of Reference

## Conference Professional Development Advisory Group

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- The AIBC operates under a Policy Governance model through which the Board and operational advisory groups are established to assist the AIBC in developing and implementing policies and programs in fulfillment of legislative requirements and organizational priorities.
- AIBC Committees, Board advisory groups and operational advisory groups are governed by the *Professional Governance Act*, AIBC Bylaws, Board policies, and the Volunteer Handbook, as applicable.

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| <b>Type:</b>                                    | Operational  |
| <b>Established:</b>                             | 2003   |
| <b>Chair:</b>                                   |  |
| Appointed by:                                   | CEO & Registrar  |
| Term:   | 1 year, renewable up to 2 years  |
| <b>Members:</b>                                 |  |
| Appointed by:                                   | CEO & Registrar  |
| Term:   | 2 years, renewable   |
| <b>Advisory Group Selection Criteria:</b>       | <ul style="list-style-type: none"><li>• Architects, Architectural Technologists, Intern Architects, or Retired Architects</li><li>• Familiarity with the requirements of the AIBC's mandatory Continuing Education System</li><li>• Active involvement in or knowledge of the evolving architectural trends</li><li>• Active engagement and strong connections with the architecture community</li></ul> |
| <b>Advisory Group Composition Requirements:</b> | No specific advisory group composition requirement.  |

| Advisory Group Members             | Composition<br>(as applicable)                               | Appointment Date |
|------------------------------------|--|------------------|
| 1. Tijana Corluka Architect AIBC   |  | September 2019   |
| 2. Wayne DeAngelis Architect AIBC  |  | January 2021     |
| 3. Joceline Martel Architect AIBC  |  | September 2017   |
| 4. Himanshu Chopra Architect AIBC  |  | October 2021     |
| 5. Luciano Siffredi Architect AIBC |  | September 2022   |
| Staff                              | Position   |                  |
| 1. Alexandra Kokol                 | Manager, Professional Services (Senior Staff Representative) |                  |
| 2. Amy de Boer                     | Professional Services Coordinator                            |                  |

### 1.0 Mandate:

- To assist AIBC staff to plan, strategize and coordinate the professional development (PD) programs for AIBC Conference and PD Day.

### 2.0 Specific Assignments:

- Assist with selecting potential PD session speakers (keynote, individual PD sessions), including reviewing submissions received from a Call for Submissions and directly inviting speakers.
- Assist with planning of PD streams and theme development, when required.
- Develop PD information for event promotional material, when required
- Liaison with other conference advisory groups.

### 3.0 Deliverables:

- PD programming for AIBC Conference and PD Day, including keynote speaker and individual PD sessions.

- 4.0 Reporting:**
- Update provided as needed during CEO's regular meeting with senior staff member.
- 5.0 Liaison with Internal and External Groups/Associations:**
- AIBC Conference Steering Team
  - PD session speakers
- 6.0 Scheduled Meetings:**
- When: First and third Tuesday of every month from September to April, interim meetings will be scheduled as required.
  - Time: 12 – 1:30 p.m.
  - Place: AIBC offices and/or video/teleconference
- 7.0 Quorum:**
- A quorum for any meeting of the advisory group will be the majority of the members of the advisory group, present in person, by phone, or by video/teleconference.
- 8.0 Amending the Terms of Reference**
- The Terms of Reference may be revised by the CEO upon recommendation of the senior staff member.