

# Professional Development Committee

## Terms of Reference

**APPROVED 2020-11-26**

**Purpose** To identify or create opportunities for CDA to transfer dam industry knowledge and guidance to the CDA membership and dam community, and oversee the annual program of in-person and online professional development events and products.

**Term and Selection** The Committee Chair shall be appointed by the Board of Directors for a term of two years, renewable once. The Chair shall be responsible for recruiting committee members and identifying a Vice Chair for approval by the Board.

The term of member appointment is two years, with the term being renewable. The committee membership will include a Young Professional.

**Reporting** The Chair shall provide semi-annual written reports to the Board, before the spring and fall meetings, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the current and upcoming year
- List of committee members

### Mandate

1. Provide input to CDA strategic plan and projects related to professional development.
2. Oversee assessment and prioritization of professional developments needs of CDA members (Individuals, Corporate and Sustaining) and the dam community.
3. Review and endorse an annual program (content, schedule, budget) of CDA professional development events and products (including workshops, webinars, and other, both in-person and online) for approval by the Board.
4. Work with CDA staff to ensure that professional development activities are effectively promoted and delivered.
5. Document, maintain and oversee a quality control and quality assurance process for in-person and online professional development events and products.
6. Review and evaluate regular reports on program delivery, based on documented quality control and quality assurance process.