

CES Ontario Announcement **Annual General Meeting 2018 & Nominations for the Board of Directors**

Appendix 1: Role Description of the Co-Chair, Professional Development Committee

The role of a Committee Chair is to lead the committee through the business of planning, implementing and evaluating the work assigned by the Board.

- Makes arrangements for meeting and notifies members of date, time and place of meeting.
- Calls meeting to order.
- Prepares agenda for meeting.
- Delegates responsibilities to committee members.
- Ensure that committees complete the work assigned and track to the work plan.
- Involves all members in the decision making.
- Reports the work of committee to the Board. Reports must be received in advance of board meetings.
- Identify any risks, additional resources or blockers to committee work.
- Keeps a written file of work of committee.
- Undertakes succession planning.

Professional Development Committee Role:

- Guide the professional development strategy that supports Canadian Evaluation Society - Ontario Chapter's strategic plan and operating priorities.
- Ensure that revenue targets set in the annual budget are achieved through the delivery of Professional Development activities.
- Prepare an annual work plan outlining the deliverables to be completed, as set by the Board of Directors.
- Work with committee members and staff to recommend and review ideas and topics that may be developed into course offerings.

- Develop or solicit from experts the development of courses to meet the needs of the membership and to aid in increasing membership through educational value.
- Develop policies and processes for Board of Directors approval as they arise relevant to CES-Ontario's educational courses and/or programs.
- Review current instructor policies, and instructor agreements, making revisions as necessary.
- Screen potential instructors and approve new courses.
- Bring to the attention of the Board of Directors any issues that require immediate action to implement the enforcement of the committee's area of responsibility.
- Establish a process for removal of any instructor for cause, including but not limited to, failure to perform duties.
- Evaluate all instructors and courses based on established performance metrics.
- Provide opportunities for sharing best practices.
- Work with the membership committee to offer value-driven professional development options.
- Assist with professional development opportunities provided at the Annual General Meeting.
- Ensure that professional development opportunities align with the Credentialed Evaluator designation.
- Collaborate with other Chapters and National Council as deemed necessary.