

The Royal Australian Institute of
Architects Limited

Tasmanian Chapter
Continuing Professional
Development (CPD) Committee

Terms of Reference

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Review by [Sep 2027]

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1. Purpose

- 1.1 The purpose of the CPD Committee is to:
 - (a) Act as an advisory body to Tasmanian Chapter Council and Institute staff
 - (b) Provide reports to and inform the Tasmanian Chapter Council and Institute staff on issues regarding CPD and education
 - (c) Provide input into the informal and formal CPD offerings delivered by the Tasmanian Chapter
 - (d) Providing input into submissions regarding CPD and education
- 1.2 The Committee's work aligns to the following goals in the 2024-26 strategic plan¹ in the following ways:
 - (a) We provide useful and compelling continuing professional development opportunities and resources
 - (b) We align our policy, advocacy and education approaches with First Nations values and priorities
 - (c) We use our resources to focus our activities where they are most needed
- 1.3 The Committee supports, respects, and celebrates the cultural heritage of First Nations People. Consultation with the First Nations Advisory Committee and the Cultural Reference Panel is sought when advising, reporting, providing input and developing CPD and education offerings. The First Nations Resource Hub² will be utilised as a resource.
- 1.4 This Committee has been formed under the Tasmanian Chapter and has authority to undertake the work specified within this Terms of Reference.

2. Scope of Committee's work

- 2.1 Strategy
 - (a) Develop and action an annual CPD program, consistent with the four (4) National Standard of Competency for Architects (NSCA) units of competency and 60 performance criteria
 - (b) Support Institute members to improve their knowledge, competence, and maintain their registration through completion of formal and informal CPD activities
 - (c) Lobby Government for CPD funding to support an annual CPD program and other initiatives (for e.g., Bridging The Gap - funding support offered to

¹ [Strategic-Plan_2024-2026_Australian-Institute-of-Architects.pdf \(architecture.com.au\)](#)

² [First Nations Resources Hub: Empowering Culturally Respectful Design - Australian Institute of Architects \(architecture.com.au\)](#)

local practices to employ graduates, similar to an apprenticeship in the building industry) consistent with the policies and advocacy positions within CPD and education

- (d) Connect with and build a relationship with the University and other relevant educational institutions, developing a feedback mechanism for issues and trends in CPD and education
- (e) Keep watching brief on emerging issues and trends in CPD and education and develop recommendations or strategies for management
- (f) Respond to enquiries from Chapter Council or committees on issues and trends in CPD and education

2.2 Policy Development

- (a) Review and or develop policies and advocacy positions within CPD and education
- (b) Seek expert advice from management or other specialists

2.3 No member of the CPD Committee has the authority to:

- (a) Make representations to external agencies or organisations on behalf of the Institute without the express approval of an Institute staff representative or the Chapter President.
- (b) Comment in the media on behalf of the Institute without the express authority of the Chapter President.

3. Committee Roles

3.1 Role of the Chair

- (a) The role of the Chair is to:
 - i. Chair CPD Committee meetings
 - ii. Connect the work of the Committee with Chapter Council
 - iii. With the Institute staff representative, prepare the agenda for Committee meetings
- (b) The Chair will be selected from within the CPD Committee by majority vote

3.2 Institute Officer

- (a) An Institute Officer will support the CPD Committee through:
 - i. Preparation of meeting agendas and distribution of materials
 - ii. Preparing and distributing minutes and / or action lists

- iii. Being a strategic advisor to support the delivery of tasks / outcomes outlined in the committee's work program
- iv. Ensuring outcomes are achieved

4. Relationship to other Institute Committees and Councils

- 4.1 The CPD Committee is a Tasmanian Chapter Committee that can be used as a forum for representatives to:
- i. elevate issues to a Chapter Council level
 - ii. receive information or support initiatives led by the CPD Committee at the Chapter level
 - iii. liaise and collaborate with other Chapter Committees.
- 4.2 The CPD Committee has relationships with other Chapter Committees including
- i. Practice Committee
 - ii. Sustainability Committee
 - iii. EmAGN Committee

and the Committee(s) may regularly report or attend each other's meeting on an agreed basis to consider matters of joint strategic interest.

5. Membership

5.1 Composition and Size

- (a) The CPD Committee will consist of:
- i. a minimum of 6 (six) and up to 8 (eight) members
 - ii. Members are to be current active members of the Institute
 - iii. Members are to include a range of experience, including graduates of architecture and practicing registered architects or consultants
 - iv. a representative from the School of Architecture department of the University of Tasmania
 - v. a representative from the Building and Construction Trades Department at TasTAFE
 - vi. a representative from the Tasmanian Government, Department for Education, Children and Young People
 - vii. where possible and practical, member representatives should also reflect diversity from the viewpoints of gender, regional/urban locations, Aboriginal and Torres Strait Islander background, Chapter, and level of practice experience

- viii. The CPD Committee may, from time to time, include persons (who may be non-members) with expertise co-opted to the CPD Committee in an advisory role

5.2 Appointment and Term

- (a) CPD Committee appointments will be by open nomination through an Expression of Interest (EOI) process and should include a personal statement advising why the member wishes to be on the CPD Committee and how they can positively contribute
- (b) The CPD Committee and Institute management representative will assume the ongoing selection of CPD Committee members
- (c) Voting Members, and Representatives are appointed for a nominal term of three years with a percentage retiring each year
- (d) Voting Members may renominate, and the Committee may, at its discretion, re-endorse and seek approval to reappoint Representatives for a further three-year term
- (e) Chairs will serve a 1-year term and may renominate for a second term
- (f) Observers are permitted at Committee meetings at the discretion of the Chair

5.3 Sub-Committees, Working Groups and Taskforces

- (a) The CPD Committee may appoint an Advisory Panel / Sub-Committee for specific purposes which will be established with the same protocols of membership as outlined in this Terms of Reference
- (b) Working Groups may be established with a decision recorded in the minutes, action items register or workplan to undertake specific tasks of a time limited nature (e.g., to develop a survey or CPD program)
- (c) Taskforces may be convened with other Institute committees or external bodies for a specific outcome and for a time limited period (e.g., National Practice Committee works together with Engineers Australia on a taskforce to develop a joint statement on digital standards for consultants). The decision to convene or join a taskforce should be evidenced in the minutes, action items or workplan and be supported by

MoU or other correspondence between appropriate delegates if external parties are involved

- 5.4 In line with the Institute's Gender Equity Policy³ the CPD Committee will make every effort to achieve a 40/40/20 gender balance in its membership and activities. (40 % female, 40 % male, 20% any gender).

6. Meetings

6.1 Frequency and Format

- (a) The CPD Committee shall meet regularly, at an agreed frequency, sufficient to ensure delivery of required outcomes
- (b) Meetings will be conducted by teleconference or videoconference (e.g., Zoom, Microsoft Teams)
- (c) If the Chair is unavailable, an alternative Chair will be appointed at the meeting

6.2 Agenda and Preparation of Materials

- (a) While the agenda for each meeting is set by the Committee Chair, in consultation with the Institute staff representative, any Chapter Councillor may request an item be included on an agenda
- (b) An agenda with relevant attachments will be circulated to all committee members by email, a week prior to the meeting

6.3 Decision-making and resolutions

- (a) A quorum is constituted by half the number of Voting Committee members plus one. The minimum number of voting members is four (4).
- (b) The CPD Committee may approve resolutions via any electronic means. Circulating resolutions must be circulated by or on behalf of the Chair and approved by majority vote within 48 hours after the resolution has been sent electronically.

³ https://www.architecture.com.au/wp-content/uploads/RAIA-Gender-Equity-Policy_Sep-2019.pdf

6.4 Minutes and reporting resolutions

- (a) The CPD Committee will maintain appropriately detailed records such as minutes and action items list, including a record of all actions and decisions made by the Committee. The appointed Institute staff member will draft the minutes and circulate to members for review prior to the following meeting
 - (b) The CPD Committee will regularly report on progress and outcomes of its work to Chapter Council for feedback and/or endorsement
 - (c) Using Institute processes and channels, the CPD Committee will report significant outcomes and achievements to members at appropriate intervals throughout the year
- 6.5 Conflicts of interest should be declared upfront at meetings. If there is a conflict of interest, there are several options:
- i. the Committee member should withdraw and not participate in the decision
 - ii. if the Committee member does not volunteer to withdraw, the Committee must decide before discussion commences/continues whether the interest is likely to apply to the discussion or decision and if so, require the Committee member to withdraw
 - iii. alternatively, the Committee may decide to allow the Committee member to remain present but not take part in discussion and if a vote is required, abstain from voting
- 6.6 Any dispute should be resolved within the context of the group. Where this proves impossible, disputes will be referred to the management representative being the Executive Director, Tasmanian Chapter.

7. Obligations

- 7.1 The CPD Committee will conduct itself in ways that reflect the Code of Professional Conduct⁴, the Member Behaviour Policy and Handbook⁵ and embody the Institute's core values:
- **One community**, embracing diversity and open communication
 - **Innovation**, demonstrating leadership with courage and creativity

⁴ [RAIA Code of Professional Conduct \(architecture.com.au\)](http://architecture.com.au)

⁵ [Member-Behaviour-Policy-Handbook July-2019.pdf \(architecture.com.au\)](http://architecture.com.au)

- **Accountability**, acting with integrity, responsibility, and sustainability
 - **Respect**, relating with empathy and recognition of effort
 - **Collaboration**, working together with trust and transparency
- 7.2 If a Committee member is unable to attend a meeting, they should notify the Chair and Institute staff representative that they will be an apology.
- 7.3 If a Committee member is unable to attend meetings for an extended period, they should notify the Chair and Institute staff representative. A leave of absence can be offered.
- 7.4 If a Committee member is found by the Chair to not be contributing or is absent without apology or cause for more than three meetings in a calendar year, the Chair may ask that member to discuss their absence with the Chapter Executive Director or request Chapter Council to nominate an alternative representative.
- 7.5 The Chair or Institute staff representative will, when relevant, communicate clearly items for discussion that must be treated in confidence.
- 7.6 The Institute actively seeks to promote an engaged culture which is characterised by candour, respect, and a willingness to challenge.
- 7.7 Members must abide the applicable provisions of the Institute's Constitution, Regulations, Member Behaviour Policy & Handbook, Code of Professional Conduct, policy of the Board and workplace/ operational policies such as Workplace Health and Safety that are in effect for any time period.
- 7.8 Committee members expect their fellow Committee members to:
- be honest and deliver feedback in a constructive manner
 - be ready to ask questions and willing to challenge the status quo
 - actively seek out other Committee member's views and contributions
 - spend time on an issue commensurate with its importance
 - share their views, ideas and criticisms without bias or favour
- 7.9 Committee members conduct themselves so that they:
- always come prepared to contribute
 - participate actively in the affairs of the CPD Committee and Institute
 - show respect for their fellow Committee members and the members and staff of the Institute
 - take responsibility and carry a fair share of the load

8. Committee Review

- 8.1 From time to time, Chapter Council may review the CPD Committee to determine its appropriateness and relevance in meeting the needs of the Institute and its members.
- 8.2 The CPD Committee must review this Terms of Reference at least once every three years to ensure it remains consistent with the Institute's objectives and responsibilities.
- 8.3 All changes to this Terms of Reference require the approval of the Chapter Council.

I understand and agree to participate in the CPD Committee according to these Terms of Reference.

Signed:	
Name:	
Date:	