

Continuing Professional Development Committee: Terms of Reference

1.0 Role

- Support the work of our colleagues to achieve professional excellence.
- Provide continuing professional development for our community.
- Build an administrative structure to support mentorship and sponsorship.
- Enhance transparency and accessibility of promotion pathways.
- Engage with diverse goals and aspirations as part of CPD
- Connect with wider professional sector.

2.0 Responsibilities

- Members to provide direction and general guidance, review and give input on draft documents, champion the process, engage in future events and initiatives.
- Site representatives additionally will act as champions for site development of mentor/sponsor/mentee relationships

3.0 Membership

The Continuing Professional Development (CPD) committee membership will be comprised of Department of Medical Imaging faculty including affiliate hospitals and interprofessional members who will provide value to the mission of the committee. The membership is intended to include a broad representation from the various divisions within the department and at various levels of seniority; to represent the diverse nature of our department.

Non Voting Members:

- Alison Clute – University of Toronto – Department Assistant

4.0 Meetings

The CPD Committee will meet for the first year on a monthly or bimonthly basis. It is expected thereafter meetings will occur 4-6 times per year after the first year. In order to accommodate the majority of members the meetings will generally be online, via Zoom. On occasion, an in-person meeting may be requested.

Subcommittees may be formed which will meet at an adhoc basis related to the work of that subcommittee.

If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting.

Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

5.0 Term

Members term will be 1 year, renewable for 3 years.

6.0 Chair

The Vice Chair, Continuing Professional Development will chair the CPD Committee. The Chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another member who is a committee member to chair the committee in the Chair's absence.
- Report to the Department Chair on the work of the committee.

7.0 Quorum

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

8.0 Minutes

The minutes will be taken at the committee meetings and then will distributed to members for review prior to the subsequent meetings and approved by the committee during that meeting. Minutes will be kept and stored in accordance with the organization's practice.

9.0 Guests

The Chair may invite guests to attend meetings as a resource as required.

10.0 Accountability

The Continuing Professional Development Committee will be accountable to the Chair of the Department through the Chair of the committee.

Approved by Continuing Professional Development Committee: [insert date]