



Council of Canadian Administrative Tribunals
Conseil des tribunaux administratifs canadiens

CCAT Professional Development Committee

Terms of Reference

Introduction

The Professional Development Committee is a permanent committee of the Board of Directors and has been given the authority, responsibility and specific duties as described below. Given the breadth of the Professional Development Committee's authority, responsibility and specific duties, it may establish various sub-committees to assist in its work.

1. Purpose

The purpose of the Professional Development Committee is to propose, plan, and coordinate activities to advance CCAT's mandate to provide high-quality, in-person and on-line professional development for the national administrative justice community in both official languages.

2. Committee Membership and Structure

The Professional Development Committee will include at least two (2) Directors of the Board. An invitation will be issued to CCAT members following the Annual General Meeting of Members to participate on the Professional Development Committee. The Board of Directors will nominate and elect the Chair of the Professional Development Committee during its first meeting following the annual meeting in each year. The Professional Development Committee should consist of a good mix of administrative law practitioners from various jurisdictions (e.g., municipal, provincial and federal tribunals) across various geographic regions. A meeting schedule will be determined by the Chair and members at the first meeting each year. The time commitment will fluctuate in accordance with the level of activity, but could be in the range of 2-5 hours per month.

Oversight of CCAT's Annual Symposium is the responsibility of the Executive Committee. The Chair of the Professional Development Committee may identify training and professional development needs or opportunities for possible inclusion in the Annual Symposium and the Committee may be called on to provide support for the Symposium as necessary.

3. Volunteer Expectations

CCAT relies heavily on volunteer participation for developing leading-edge, high-quality training and professional development products due to limited human and financial resources.

Members are expected to consider and/or identify new training opportunities, including in-person, virtual or on-line products, assist in identifying expert consultants and/or presenters, as appropriate, review and provide feedback on training curriculum in development, facilitate the launch of new products in collaboration with consultants and the CCAT Administrator.

Committee volunteer participation will be reviewed if a member is absent from three Committee meetings during the year. Members are required to advise the Chair in advance if they are unable to attend a meeting.

CCAT is not able to provide any remuneration to volunteers due to limited resources. It is anticipated that participation on the committee will provide an opportunity to give back to the administrative justice community, build skills and an expanded network. CCAT will recognize members by identifying them on CCAT's website. CCAT will also, upon request, send a letter of appreciation to the volunteer in recognition of their contribution.

4. Responsibilities and Duties

The Professional Development Committee's authorities, responsibilities, and duties include but are not limited to:

- Coordinating efforts related to providing professional development opportunities, including on-line courses, traditional seminars, virtual and practical training;
- Finding opportunities for collaboration with similar organizations in Canada providing professional development programmes; and
- Providing regular reports to the Board of Directors on the progress of the development of all professional development courses produced by CCAT.

5. Resources and Authority of the Committee

The Professional Development Committee may request any information or reports necessary to carry out its duties and may request any CCAT Director or contractor to attend a Professional Development Committee meeting. CCAT shall provide appropriate funding for the payment of work approved by the Board of Directors or the Executive Committee as appropriate to be completed by the Professional Development Committee.