The Canadian Association of Journalists
L'Association Canadienne des Journalistes

TERMS OF REFERENCE

Professional Development Committee

Policy intent
This policy defines the roles and objectives of the Professional Development Committee, in conjunction with the stipulations set forth in the *Committee Governance Policy*.

Policy responsibility
CAJ Board

Policy

1. **Role**
   - 1.1. The committee is a standing committee formed by the CAJ board to develop ideas, programs, and services that aid in the advancement of professional journalism.
   - 1.2. The committee will strive to facilitate its programming in a way that ensures that funds allocated in the budget are used to the maximum benefit of CAJ members.
2. **Authority**
   - 2.1. The committee is a standing committee with the authority to:
     - 2.1.1. request information from any source that the committee deems appropriate in the support of their roles and responsibilities; such requests, as appropriate, can be forwarded by the chair/co-chairs of the committee to the operations manager, who will determine the best way to obtain the required information;
     - 2.1.2. request funds from the board to support the activities of the committee, by preparing a budget, and utilize any granted funds in the manner outlined in the request;
     - 2.1.3. enter into contract agreements with suppliers, to be signed in accordance with the *Finance Policy*, within the approved budget of the committee;
     - 2.1.4. oversee any subcommittee under its management, such as the mentorship subcommittee or the conference subcommittee;
     - 2.1.5. approve CAJ involvement in outside professional development initiatives or partnerships that are endorsed by the CAJ; and
     - 2.1.6. make recommendations regarding the professional development initiatives to the CAJ board, with input and consultation from the executive or others, as deemed appropriate.
3. **Responsibilities & Objectives**

3.1. Oversee the implementation of the professional development aspects of the CAJ's strategic plan.
3.2. Ensure that all goals related to professional development are met.
3.3. Continually evaluate the programs and services offered to ensure they meet the needs of CAJ members, other journalists, and the public where applicable.
3.4. Ensure professional development opportunities are well-rounded.
3.5. Ensure that accessibility to professional development opportunities are set up equitably.
3.6. Create all communication pieces needed for all programs, projects or other necessary messaging and provide these to the communications committee for dissemination.
3.7. Committee members must reply to requests from the committee chair within three days.

4. Membership

4.1. The committee shall be comprised of the following:
4.1.1. a minimum of three board members (at least one of whom will become chair) and a maximum of five board members as voted on by the board;
4.1.2. a CAJ staff person, ex-officio, non-voting;
4.1.3. an unlimited number of non-voting members at large, whose role on the committee is governed by the *Responsibilities of Members on Committees Policy.*
4.2. The chair shall liaise directly with the operations manager as appropriate for the needs of the committee.

5. Meetings

5.1. The committee shall meet quarterly by video conference.

6. Reporting

6.1. The committee chair shall provide a written report of the committee activities to the board for each board meeting.
6.2. Each report shall include:
6.2.1. information about all meetings held since the last report (including a list of attendees of the meetings, as well as topics discussed at the meetings);
6.2.2. a list of each work item the committee addressed, and the details of the committee's contribution; and
6.2.3. details of any motions made or recommendations being brought forward by the committee.

Related References, Policies, Procedures and Forms:
This Policy References:
Committee Governance Policy
Responsibilities of Members on Committees Policy
Finance Policy
This Policy is Referenced by:
None

Forms and documents:

None

Policy History:

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