



MRSSA Committee

Terms of Reference

Committee Name: Professional Development (PD) Days Planning Committee

Committee Membership

The PD Days Committee is made up of volunteers from the MRSSA membership at large and must include a minimum of one (1) member from the MRSSA Executive who liaises with the Executive.

A call for volunteers will be sent out by the MRSSA Executive in the Fall semester of each year.

The minimum number of volunteers shall be ten (10), exclusive of the Chair.

The Committee will select a chair, and co-chairs if deemed necessary, in September or at the first meeting.

Mandate

The mandate of the committee is to plan, co-ordinate, organize, and execute the PD Days and conduct follow up for the support staff at Mount Royal University.

Specific Goals

1. To meet the professional development needs of as many members of the MRSSA as possible
2. To provide an opportunity for the support staff to learn, network and socialize in a relaxed manner both inter- and intra-departmentally
3. To provide the above opportunities within the budgeted amount provided through the MRSSA and MRU

Voted on and approved by the Executives September 9, 2010

4. Recognizing that the professional and personal needs of employees need to be met, to provide mainly professional development sessions with some personal development sessions
5. To select speakers and facilitators that provide a mix of topics and learning opportunities
6. To create a culture of openness to new ideas and strategies
7. To help build a collaborative work culture
8. To develop skills of continuous improvement and learning
9. To solicit feedback from attendees and incorporate this feedback into the following year's conference

Roles and Responsibilities

The PD Days Committee is accountable to the MRSSA Executive and, through it, to the membership.

The MRSSA Executive will provide an allotted budget amount to the PD days committee by the first week in October.

The PD Days Committee must provide a proposed plan and a detailed budget to the MRSSA Executive for approval no later than January 31st.

Committee members must be willing to contribute ideas, assist with one or more sub-committees, and commit to attend meetings and planning sessions. The committee will select co-chairs if deemed necessary.

The Executive member on the PD Days Committee will report to the MRSSA Executive on a weekly basis, specifically addressing issues, such as speakers, facilities, or food.

Record Keeping

Minutes of the PD Days Committee will be retained by the MRSSA Administrative Assistant.

The PD Days Committee will meet with the MRSSA Treasurer to discuss an expense tracking and reporting system.

Frequency of Meetings

The Committee will establish a schedule of meetings at the first meeting of the committee. This schedule will be communicated to the MRSSA Executive.

Resources and Budget

As outlined in **Roles and Responsibilities**, the MRSSA Executive will inform the PD Days Committee of the allotted budget by the first week in October.

The MRSSA Administrative Assistant will attend the PD Days Committee meetings to take minutes and provide administrative support.

The MRSSA Boardroom is available to the PD Days Committee, and the photocopier is also available.

Governance

The PD Days Committee is accountable to the MRSSA Executive.

During the PD Days Committee meetings, decisions will be made by the majority of those in attendance.

Additional Notes

A final report will be generated to present to the MRSSA Executive and the MRU Administration (President's Office) by June 30th.