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## Professional Development Committee Terms of Reference

### **Committee Overview:**

The Professional Development Committee (PDC) will establish procedures and advise in providing technically sound and proficient educational courses and programs that enhance members' professional knowledge through technical information exchange, facilitation of research opportunities, and encouraging diversity in professional development.

The PDC also provides the Board of Directors (BODs) the Long-Range Education Plans and Implementation Procedures in accordance with the Ontario Association of Sewage Industry Services' (OASIS) Strategic Plan.

### **1. Purpose:**

The PDC of OASIS was established to enhance the skills, knowledge, and expertise of members within the sewage industry. The committee aims to identify professional development opportunities, create relevant programs, and facilitate continuous learning to support the growth and excellence of OASIS members.

### **2. Objectives:**

The PDC shall:

- a. Identify and assess the professional development needs of OASIS members.
- b. Develop and implement initiatives to enhance the skills and knowledge of members.
- c. Collaborate with industry experts and educational institutions to offer relevant training programs.
- d. Foster a culture of continuous learning and professional growth within the sewage industry.
- e. Organize events, workshops, and webinars to facilitate knowledge exchange and networking among members.

### **3. Composition:**

The PDC shall consist of OASIS members representing various sectors within the sewage industry. The committee shall be chaired by a member appointed by the OASIS BODs.

### **4. Meetings:**

The PDC shall meet regularly, at least quarterly to discuss professional development needs, plan initiatives, and review program effectiveness. Additional meetings may be scheduled as needed.

### **5. Responsibilities:**

- Needs Assessment:
  - Conduct surveys and assessments to identify the professional development needs of OASIS members.
  - Analyze industry trends and advancements to determine relevant skill sets.

- Program Development:
  - Develop and implement professional development programs, including training sessions, workshops, and webinars.
  - Collaborate with external experts, trainers, and educational institutions as needed.
- Event Planning:
  - Organize and coordinate events that provide opportunities for networking, knowledge sharing, and skill development.
  - Ensure that events align with the professional development needs of OASIS members.
- Communication:
  - Work with the Marketing Manager to promote professional development opportunities to OASIS members.
  - Provide regular updates on upcoming events and initiatives.
- Feedback and Evaluation:
  - Solicit feedback from participants to assess the effectiveness of professional development programs.
  - Use feedback to make improvements and adjustments to future initiatives.

## 6. Decision-Making:

Decisions of the PDC shall be made to the OASIS Board of Directors where a Final Decision and Motion of Approval or Rejection will be made.

## 7. Review and Amendment:

These Terms of Reference shall be reviewed annually by the PDC and may be amended with the approval of the OASIS BODs.

<b>Time Frame:</b>	6- 12 Months
<b>Initial Meeting/Method:</b>	Conference Call - Quarterly
<b>Date of Meeting:</b>	TBD by Committee Chair
<b>Outcomes Update:</b>	To be Completed by Committee Chair and presented to the BOD