

## **Overall Purpose**

The Committee has been delegated the authority to review all policies and practices as they relate to the CPD aspects of the organisation and to recommend any changes to the Board to keep all that the organisation does in line with legislative and regulatory requirements and best practice.

### **1. Terms of Reference**

Specific functions of the Committee include but shall not be limited to:

- Contribute to and support the professional development aims of the IASW through development and review of CPD strategy in line with the IASW strategic Plan.
- Provide information and expertise to the Professional Development Coordinator to inform the review and development of CPD resources and support to the IASW membership.
- Review and advise on IASW CPD policy.
- Review and advise on CPD, online resources and website.
- Review and advise on IASW Promoting Quality Professional Supervision
- Review and advise on use of funding received from external bodies for CPD to ensure CPD is delivered in line with external funders governance requirements e.g. HSCP funding.

### **2. Membership**

The Committee is appointed by the Board. It will include at least one Director of the Company, up to three non-Director members of the organisation and up to two non-members with specialist expertise (who will not be staff), to assist with its work. The term of office for members of the Committee will be three years, renewable for one further term either consecutively or cumulatively.

The Board will appoint the chair for a two-year term, which can be extended for a maximum of a second two-year term either consecutively or cumulatively.

If a person appointed while a Director is no longer on the Board, they may continue to participate in the Committee with the Board's approval as a non-Director within their overall terms of membership always provided there is at least one current director member of the committee.

The Professional Development Coordinator is a member of the committee, he/she will provide administrative support to the committee, will attend its meetings, and undertake the role of minutes secretary

### **3. Meetings and Reporting**

It is envisaged that the extent of work to be undertaken by the Committee will require it to meet a minimum of 4 times per year. Meetings will be scheduled by the Board as part of the annual calendar of organisation meetings. Additional meetings may be requested by the Board or proposed by the Committee itself.

## **Terms of Reference of the Continuing Professional Development Board Committee**

The quorum will be 50% of the members (rounded up if necessary) provided that this is never less than three people and that it includes at least one director.

Supporting documentation must be sent to Committee members no later than 5 days in advance of a meeting date.

A record of proceedings at meetings will be taken and circulated to all Committee members and to the Board within one week after each meeting. The minutes together with any documents as will assist in understanding the Committees work and will form part of the report of the Committee to the Board.

The Chairperson of the Committee will attend the AGM, present the Committee's annual report, and respond to member's questions on the activities of the Committee.

The committee will report to the board on the outcome of its meetings and, following each meeting, forward a copy of the minutes to the Secretary of the board.

### **5. Resources**

Members of the Committee, with prior permission from the Board, may seek independent advice which it considers necessary to discharge its obligations. The Committee may ask the Board for permission to seek any information it requires from any committee, employee of, or contractor to the company in order to perform its duties and to ask any of the above to attend a meeting of the Committee to assist it in its work.

**This supersedes the version approved by the Board on 19<sup>th</sup> June 2023.**



**Chairperson's Signature;** \_\_\_\_\_ **Date; 25.03.24**