



# CAREB | ACCER

CANADIAN ASSOCIATION OF RESEARCH ETHICS BOARDS  
L'ASSOCIATION CANADIENNE DES COMITÉS D'ÉTHIQUE DE LA RECHERCHE

## **CAREB –Professional Development Committee (PDC) Terms of Reference**

### **Mandate**

The Professional Development Committee (PDC) is responsible for initiating professional development and training opportunities for the CAREB Membership to enhance members' effectiveness and efficiency in executing their roles. The committee's duties include but are not limited to:

- Developing and implementing the pre-conference workshop agenda
- Developing and recommending new training and development initiatives to the Board
- Ensuring the content of the pre-conference workshop and other training initiatives (e.g. webinars) respond to membership needs and are reflective of changing demands and external requirements.
- Providing training and development opportunities which reflect "best practices" within the field.
- Consulting the membership on relevant issues (e.g., determining and prioritizing the training and development needs of the membership)
- Responding to concerns and queries of the membership concerning training and development resources provided
- Not duplicating resources available from other sources (e.g. CORE tutorial, CITI Canada, N2)
- Ensuring that communications are reflective of the CAREB mandate and that information is available in both official languages
- Such other responsibilities as may be delegated by the Board of Directors

### **Membership and Composition**

The PDC shall consist of at least six and no more than twelve members, including a VP who will Chair the committee. In selecting the members for the PDC, the Board will advertise the opportunity to all CAREB members and determine the final list of members. PDC members may be asked to sit on subcommittees as indicated below. PDC membership will give consideration to geographic location, interest, language and specialization.

Members of the PDC may serve for a two year term with eligibility for renewal. The Board may increase the number of members from time to time as deemed warranted by activity and workload.

### **Responsibilities**

The PDC, with the direction of the VP, will be responsible for the following tasks:

- Develop the agenda for the annual pre-conference workshop and obtain Board approval for this agenda
- Revise the presenter information sheet and evaluation forms as required
- Ensure appropriate learning objectives are determined for all webinar offerings
- Ensure alignment exists between the training and development initiatives sponsored by the PDC and the overall required CAREB competency framework developed by the certification committee
- Collect presenter information including copies of slides and handouts before the pre-conference workshop and provide to the Conference Planning VP.
- Recommend to the Board, and then develop, additional website resources which may contribute to the professional development of CAREB members
- Arrange for moderators for each pre-conference workshop session and moderators are provided with complete and timely instructions and required information
- Work with the Conference Planning VP to decide on gifts for all pre-conference workshop presenters
- Develop a timeline and work plan for the pre-conference workshop and submit to the Board for approval
- Ensure all webinar offerings are developed and operationalized in accordance with the CAREB SOP governing webinar offerings

The VP will supervise the following activities which will be completed by CAREB administrative support:

- Manage the advertisement and marketing of training and development of webinars
- Accurately enroll participants into webinars in a timely fashion
- Manage recruitment of content developers and presenters of webinars
- Disseminate and collate pre-conference workshop or webinar evaluation responses
- Respond to general inquiries relating to training and development

Note that in the absence of CAREB-ACCER administrative support, the VP will work with the committee to ensure that these activities are completed.

### **Authority**

The PDC may, at its discretion, establish subcommittees charged with specialized tasks. The membership of these sub-committees shall consist of at least two members of the PDC.

**Meeting Frequency & Attendance**

The PDC shall meet monthly for a minimum of 8 meetings per year. Meetings of the PDC may be conducted by telephone, electronically or other means which enable all participants to hear and speak to each other simultaneously. Members who do not attend meetings on a regular basis may be asked to leave the PDC by the VP.