

## AAO Professional Development Committee Terms of Reference

### Membership Composition

*Chair:* The Chair is elected by the AAO Membership to serve as both the Chair of the Committee and on the Board. In the absence of a Vice-Chair, the Chair assumes their duties. The position runs for a 2 year term.

*Vice-Chair:* The Vice-Chair will be chosen from among the Committee membership with a 1 year term. They will be encouraged to run for Chair at the conclusion of their term.

*Membership:* The Committee must have at least three (3) members at any time, and will strive for as diverse a representation of the AAO's membership as is possible.

*Board Liaison:* The Chair, as a member of the Board, will serve as liaison.

*Advisors:* At the discretion of the Chair, special advisors (those who are not either Committee Members or AAO Members) may be asked to assist with certain projects.

### Responsibilities of Members:

#### *Chair:*

- Appoints and supports recruitment of members to the Committee with the Vice-Chair
- Calls and organizes and chairs meetings (including creating meeting agendas, and ensures meeting minutes are kept)
- Provides regular informational updates to Members
- Reports on Committee activities to the Board (monthly at Board meetings, at the annual Leadership meeting, and prepares an Annual Report)
- In case of a tied Committee vote, the Chair (or in the case of Co-Chairs, the longest serving Chair) will be granted a tie-breaking vote.
- Creating next year's budget and preparing the annual programming rooster for approval by the Board.

#### *Vice-Chair*

- Appoints and supports recruitment of members to the Committee with the Chair
- Facilitate drafts of programming descriptions and instructor selection for the upcoming year
- Answers questions from the Committee and public concerning events
- Supports the Chair in their responsibilities, and updates the Board on activities in the Chair's absence

#### *All Committee Members:*

- Take an active role in planning and implementing workshops and other learning initiatives by the Committee (recruit facilitators/instructors, assist in the planning and logistics of AAO events, and be present at events to answer questions about the AAO and its educational offerings)
- Committee members are expected to participate in committee meetings or provide reasons for absence
- Update the Committee and Board on educational initiatives and their outcomes.
- Declare any conflicts of interest to the Committee.

## Expected Outcomes

- The Committee will meet, either in-person , virtually or through asynchronous updates, regularly throughout the year.
- A Fall meeting will be used to plan the educational workshops, events and programming for the following year.
- In addition to workshops and learning initiatives planned throughout the year, the Committee will aim to have a full day or half day workshop to coincide with the annual AAO conference.

## Review

The Terms of Reference are to be reviewed on a biannual basis. The view shall be initiated by Chair/Vice-Chairs of the Committee, and involve consultation with the members of the Committee and the Board of the AAO. The Board of the AAO will be responsible for the final approval of the Terms of Reference.

## Related and Governing Policies

### AAO By Laws

[AAO Code of Conduct](#)

### Related Documents:

AAO PDC Manual

### Version Control

Approved By	AAO Board of Governors
Date Approved	25 November 2021
Date of Next Review	25 November 2023