

## **Terms of Reference**

### **Training and Professional Development Committee**

#### **1.0 Introduction**

The Training and Professional Development committee was established to research and develop curriculum for ongoing training initiatives and content at future APCO Canada events.

#### **2.0 Authority**

The committee has a mandate to develop training curriculum and content for future initiatives to be adopted by APCO, on the approval of the APCO Canada Board of Directors.

#### **3.0 Composition and Term**

The committee consists of:

- One (1) APCO Canada Board member
- One (1) chairperson, to be appointed by the representative APCO Canada Board member
- Additional committee members will be drawn from across Canada
- Will be a current member of APCO Canada
- Will have experience in training and education development and delivery in the Public Safety Communications sector

Based on the nature of the work to be done, preference will be given to members willing to serve a minimum of 2-years on the committee.

#### **4.0 Decision Making**

Recommendations for training content and initiatives will be submitted to the board for approval. Once approved, they will be forwarded for implementation. The Training and Professional Development Committee will collaborate with other APCO Canada committees to coordinate the development and delivery of training.

## **5.0 Meetings**

The committee will meet once monthly over teleconference with the option of a face to face at the annual conference. Additional meetings will be determined by the Chairperson on an as needed basis.

## **6.0 Role**

The committee will research relevant topics and training content for all national and regional APCO Canada events.

The committee will create a proposal for training and best practices and be responsible for the future maintenance and development of standards.

## **7.0 Accountability**

The Chairperson will report monthly to the representative APCO Canada Board Member to review committee work, progress, and upcoming initiatives.

The representative APCO Canada Board Member will provide regular updates to the APCO Canada Board of Directors.