

Mandate of the Professional Development Committee

The mandate of the CPHR Alberta Professional Development (PD) Committee is to support and enhance the delivery of continuing professional development for CPHR Alberta members at all career stages through education, training, and networking activities.

This Committee will serve as the liaison between CPHR Alberta staff and practitioners. Committee members compile research and member feedback, and they recommend initiatives to increase the value of professional development delivery.

The Professional Development Committee will have two areas of focus:

Half-day, full day and multi day sessions

- Make recommendations to develop and strengthen the PD programming for the year.

Eye Opener, lunch and evening sessions (60-90 minute session length)

- Recommend topics, speakers, facilitators, and moderators for the sessions held in Chapters across the province each year.

Reporting & Relationship

The Professional Development Committee will have one Chair. The Chair shall be a member of the Committee, appointed by the Committee. The Committee Chair will report to the Conference and Events Coordinator. The Chair will act as the main point of contact for CPHR Alberta and the Committee volunteers.

Committee Responsibilities

- Track trends and provide feedback and suggestions for educational content and professional development topics
- Research and source speakers who are subject matter experts in all competency areas
- Review and assess speaker applications and content
- Collaborate with CPHR Alberta Chapter committees to ensure that local needs are addressed

CPHR Alberta Staff Responsibilities

- Appoint volunteers to the Committee
- Act as a liaison between the Committee and CPHR Alberta to ensure that the mandate of the Committee is met
- Confirm speaker availability and negotiate agreements
- Communicate and manage deliverables with speakers
- Provide feedback to speaker and Committee following a session
- Manage the budget and communications related to all events.
- Plan and manage event details (booking venue, speaker, etc.).
- Resolve conflicts between CPHR Alberta volunteers and/or staff.

Time Commitment

- Regular monthly conference calls (12) throughout the year as a Committee
- Ad hoc calls/meetings can be arranged at any time as necessary by the Chair and the Conference and Events Coordinator.
- Approximately 4-8 hours per month

Budgetary Authority

The Conference and Events Coordinator is responsible and accountable for the budget and ensuring that the budget is not exceeded or used inappropriately. Volunteers will have no responsibility or authority for the budget.

Qualifications for Committee Volunteers

The Committee will be comprised of no less than five (5) and no more than 13 members, including a Chair.

To balance expertise and experience, the Committee will include representatives at all membership levels from a variety of industries and backgrounds.

Qualification:

- CPHR Alberta member in good standing
- Strong interest in advancing the human resources profession
- Comfortable interviewing and checking references of potential speakers
- Established network within the HR community

Length of Term: Each Committee volunteer will serve a 1-year term and may renew the term twice.

Volunteer Selection: CPHR Alberta will conduct an initial call for volunteers and will recruit volunteers as needed throughout the year.

Qualifications for Committee Chair

Qualification: A CPHR member in good standing; recognized as a leader or authority in their field; committed to the mission, vision, and mandates of CPHR Alberta.

Length of Term: The Chair will serve a 1-year term, may be reappointed to the Committee each year to a maximum of 3 years and must express interest in the Chair role to be considered in the election by the committee each year.

Chair Selection: The Chair of the Committee shall be a member of the Professional Development Committee, appointed by the Committee.

Volunteer(s) interested in the Chair role will express their interest during the interview process. At the first Committee meeting, an election will be conducted and the Committee will appoint the Chair.