



Professional Development Committee Terms of Reference

1. Background

- 1.1. The MacEwan Staff Association Professional Development Committee (MSA PDC) is dedicated to supporting the professional development of MSA bargaining unit members. Professional development, as defined within the Terms of Reference, encompasses activities aimed at enhancing individual's skills, abilities, and career advancement prospects, both within their current employment and for future employment opportunities. This committee aims to foster a collaborative environment where all MSA members can actively engage in supporting each other in lifelong learning. This may include various educational activities such as networking events, seminars, workshops, conferences, and more.

2. Mandate

- 2.1. As an Operational Standing committee within MSA, MSA PDC operates under the authority and guidance of the MSA Executive Director (ED). The committee is responsible for fulfilling its objectives as outlined in these Terms of Reference while adhering to the provisions stated in the MSA Constitution & Bylaws Article 8.0 and other relevant MSA policies.

3. Role and Objectives

- 3.1. The committee's objectives, are as follows:
 - Assess and review the training needs and developmental aspirations of MSA bargaining unit employees.
 - Provide input to the MSA ED regarding the annual MSA operating budget required to fund and support ongoing Professional Development programming.
 - Make recommendations concerning fair and sustainable eligibility criteria and annual reimbursement limits to support members' professional development using a cost reimbursement model for disbursing designated PD funds.
- 3.2. Organize group PD training or education activity or activities annually that cater to a diverse range of MSA bargaining unit members, within the allocated budget.
- 3.3. The MSA PDC Chair will also serve as one of the representatives of the MSA on the MacEwan University Professional Development Steering Team, offering support to the MSA President and MSA ED.

4. Reporting

- 4.1. The minutes of all MSA PDC meetings will be shared with the MSA ED to be included in the upcoming Operations report presented to the MSA Board. This ensures transparency and provides the Board with an overview of the committee's activities and discussions.
- 4.2. The committee Chair is responsible for submitting a semi-annual report during the MSA General Membership meetings. This report serves as an update to the general membership regarding the progress, initiatives, and outcomes of the MSA PDC. It allows for communication and accountability to the broader MSA membership.

5. Quorum

- 5.1. Quorum for the MSA PDC is determined by a majority of its members, as specified in the MSA Constitution & Bylaws. The Committee is committed to fostering active participation and engagement from all its members during meetings.

6. Support

- 6.1. As a part of their work assignment, a least one member of the MSA staff will be designated to actively participate in the MSA PDC and provide support to fulfill the committee's role and objectives. However, this staff member will serve in a non-voting capacity. The coordination and supervision of staff supporting the MSA PDC are managed through the ED; MSA PDC does not have directive authority over the staff.

7. Membership

- 7.1. The selection of the MSA PDC Chair will be determined through a vote by the MSA general membership.
- 7.2. The MSA President shall serve as an ex-officio voting member on the MSA PDC.
- 7.3. To ensure comprehensive representation, up to seven (7) additional members will be chosen for the MSA PDC. The committee Chair will make reasonable efforts to recruit members from various job families specified in the MSA Collective Agreement Article 49.0.21. However, there will be no more than two (2) individuals from any specific job family.
- 7.4. Committee membership is open only to signed MSA members in good standing.
- 7.5. Each committee member will serve a two (2) year term, with the option for one additional term upon renewal. The committee membership terms are staggered to ensure continuity, with approximately half of the members being renewed each year. In the event of more volunteers than available positions, the selection of the members will be conducted through an electronic voting process by the General MSA membership.
- 7.6. The Chair has the authority to consider the position abandoned, where a committee member is absent from three (3) consecutive meetings without notice or reason.

8. Meetings

- 8.1. Meetings shall be scheduled at least quarterly, taking into consideration the work hours of the committee members to minimize interference with their regular responsibilities. Additional meetings may be scheduled as needed to address specific matters.

9. Voting

- 9.1. All members of the committee, including supporting staff as outlined in 6.1, are encouraged to actively participate in all discussions. Each voting member is entitled to vote on all issues, including proposals originating from the area or department they represent.
- 9.2. The committee will make efforts to reach consensus in decision-making. In cases where consensus cannot be achieved, voting will be conducted, and motion will be passed by a simple majority.

- 9.3. In accordance with the MSA Constitution & Bylaws, the MSA PDC Chair will only cast vote in the event of a tie.

10. Cooperation, Consultation and Confidentiality

- 10.1. The Committee recognizes the importance of gathering input from the General membership and will actively seek their input on relevant matters.
- 10.2. Committee members are expected to maintain strict confidentiality regarding any discussions or matters raised during meetings that have not been officially released or communicated to the general membership.

11. Effective Date and Periodic Review

- 11.1. These Terms of Reference shall come into effect on July 1, 2023, and will remain in effect until further updates are made. A review of these terms shall be conducted by the MSA PDC Chair and the ED at least once every two (2) years, coinciding with the start of the PDC Chair's term in office.