

# Professional Development Committee

**Date Established:** November 8, 1996 Executive Board Meeting

## **Mandate:**

To promote the value of continuing education to CALL/ ACBD members.

- To ascertain the needs and wishes of the membership in regard to continuing professional education by survey or other means of inquiry acceptable to the membership.
- To formulate a plan to assist the membership to enhance their positions and their professional knowledge base by developing their skill sets and/or increasing their knowledge and understanding of substantive legal issues, through various forms of continuing education.
- To open channels of communication and cooperation with educational institutions involved in the initial training of legal information professionals to the following ends:
  - providing information as to the changing needs of the profession;
  - identifying individuals with the necessary knowledge base to assist in curriculum and program development;
  - cooperating in encouraging CALL/ACBD members in undertaking work/study placements/practicums.
- To establish, jointly with the Scholarship and Awards Committee, terms of reference for the awarding of education grants to members or officially designated groups of the Association. To provide a liaison member to the Scholarship Committee to facilitate this joint responsibility.

## **Composition:**

The chair to be appointed by the President. Other members appointed by the chair with approval by President/Board. One member must also be a member of the Scholarship Committee.

## **Terms of Reference:**

The primary work of the Committee is to:

- Solicit and receive applications,
- Consider them against the terms and criteria set for each individual scholarship, award or grant, and
- Make decisions for granting/not granting the award or make a recommendation to the appropriate person or body.

The Education Committee and the Scholarships and Awards Committee will be jointly responsible for developing/maintaining the guidelines for the awarding of grants from the Education Reserve Fund but applications for the funds and decisions about the recipients will be made by the Scholarships and Awards Committee subject to the approval of the Executive Board.

The committee meets annually at the CALL Conference and conducts its business through email and conference calls. All deliberations of the Committee are confidential.