

COMMITTEE TERMS OF REFERENCE	
Committee Title	Professional Education Committee
Terms Last Updated	February 13, 2019 Revised Nov. 10, 2021
Committee Mandate/Purpose	Provide strategic input and guide the administrative direction for PGP and GSP
Committee Responsibilities	<ul style="list-style-type: none"> • Set PGP program policies • Contribute to PGP long-term strategy, including curriculum design, growth strategy/program scaling • Establish short & medium term priorities for PGP • Prepare annual budget proposal • Document program procedures • Develop professional designation (GSP) • Manage professional designation (GSP) components • Recommend appropriate program accreditation • Ensure integrity of program accreditation • Set exam and ensure its integrity • Contribute to the marketing plan for the PGP • Advisory relationship to PGP Program Director • Select committee members
Committee Structure (# and type of members)	<ul style="list-style-type: none"> • 6 people • 1 member from each past PGP cohort – probably can't continue this pattern forever • Committee terms? 3 years, renewable, staggered • Committee Chair is PGP Director • Exam sub-committee • Sub-committees as required for Grandparent program, • Curriculum review, code of conduct, professional development credits
Committee Chair Name and Start Date of Term	Currently, Rose Mercier Start date of term: August 2017
Committee Vice Chair	None at the moment
Committee Members (2021-22)	<ul style="list-style-type: none"> • John Bohley • Martin Cruz • Athens Koliass • Rose Mercier • Melanie Nelson • Richard Onley • Karen Fryday-Field
Committee Staff Liaison (where applicable)	N/A
Committee Reports To	Advisory and reports to PD who reports to CEO

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Notes (any relevant)	
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