

Terms of Reference

Naming	Professional Development Groups will be named in for format of “[City] [DR type] Professional Development Group”.
Purpose	The primary function of each Professional Development Group (Group) is to organise local professional development events.
Authority	<p>The Group is authorised to:</p> <ul style="list-style-type: none"> • Confirm event details with presenters and suppliers in accordance with the Board approved budget. • Make recommendations to Resolution Institute management and/or the Resolution Institute Board in relation to membership, member services, accreditation, governance (including constitution, policies and rules) and finance (including budgets).
Members	<p>Membership</p> <ul style="list-style-type: none"> • Group members must be members of Resolution Institute. • The quantity of members will be determined by the Group. It is suggested that the group consist of five (5) to ten (10) members. • A quorum consists of three appointed Group members. • While the usual process of decision-making is by consensus, in cases where a vote is necessary, only-Group members will be entitled to vote. <p>Attendance by Others</p> <ul style="list-style-type: none"> • The Chair of the Board, a Director or Chief Executive Officer (or representative) may attend meetings or events of the Group as agreed. • Resolution Institute staff will not attend Professional Development group meetings. (Members, not staff, will be responsible for administration tasks such as scheduling, agenda setting minute taking and distribution of meeting documents to Group members.)
Office bearers	<ul style="list-style-type: none"> • At the first meeting, and as required from then on, the Group should elect a Group member/s to fulfil the role of Chair. • At the first meeting, and as required thereafter, the Group may elect Group members to fulfil delegate roles on one/many Personal Development Network groups. • In Western Australia, the group responsible for adjudication professional development will also appoint members to fulfil the duties of the Duty Appointer as required.
Roles and responsibilities	<p>Meetings</p> <p>The Group will:</p> <ul style="list-style-type: none"> • Meet at least four (4) times a year. • Keep a written record (Minutes) of discussion points and decisions at each meeting, copies of which will be distributed to all group members and Resolution Institute office within a reasonable time after the meeting. • Evaluate the Groups’ performance on a regular basis. • Review the Terms of Reference for the Group and submit changes to the Board for approval. • Annually, select members for the next year based on the list of expressions of interest which the Resolution Institute office collects. • In Western Australia, the group responsible for adjudication professional development will also review adjudication determinations and select Duty Appointers. <p>Annual Meetings</p> <ul style="list-style-type: none"> • The Group will organise one (1) annual meeting during November or December. • The Group Chair, or a delegated representative, will announce the members of the Group for

	<p>the following year at the annual meeting.</p> <p>Events</p> <p>The Group:</p> <ul style="list-style-type: none"> • When planning, considers local interests, issues and connections. • Confirms speakers. • Confirms event logistics including venue and catering. • Confirms details for marketing event. • Sends details to the Resolution Institute events officer. • Arranges speaker gifts in accordance with budget provided. • Displays Resolution Institute banner at events. • Meets and greet attendees at events. • Welcomes and introduce speakers at events. • Records presentation audio at events. • Takes pictures at events. • Distributes feedback form at the conclusion of events. • Sends the signed attendance sheet, pictures, audio recording and feedback forms to the Resolution Institute Events Officer at a reasonable time after the event. • Committee members attend local events at no charge. <p>The Resolution Institute office will be responsible for:</p> <ul style="list-style-type: none"> • Providing an event information template to Group members (event details including topic, about the speaker, date, time and venue etc). • Marketing events on email, social media or other promotional channels. • Providing event secretariat services including listing events online, answering registration enquires, managing account receivable (collecting fees), managing accounts payable (paying invoices for event expenses), allocating CPD hours in database (post event), providing post event report (including feedback from forms), edits and uploads recording, photos and presentation details online (post event if supplied by Group). • Providing registration information to event organisers at regular intervals leading up to events, including event numbers, name tags, attendance sheets and feedback forms. • Providing committee infrastructure/services including access to ZOOM (conference calling/video conferencing) or Dropbox (shared data cloud storage) on request. • Providing a Resolution Institute banner and audio recorder for use at events. • Collating expressions of interest from members in joining the Group each year and sending to the Group Chair. • Maintaining the correct Group details on the Resolution Institute database.
Guidelines for participation	<ul style="list-style-type: none"> • Acknowledgment – respecting diverse points of view and decisions made by the Group, Board and the Resolution Institute office. • Consensus – discussing thoughtfully and deliberating to reach a shared decision. • Cooperation – working collaboratively as appropriate with the Board, other Groups and Resolution Institute office. • Confidentiality – being mindful of information that may be confidential. • Transparency – communicating criteria on which decisions are made and taking steps to recognise and manage potential conflicts of interest.
Established	October 2018
Review	September 2019