

June 2017

Professional Learning Committee Terms of Reference

This committee is co-chaired by two AERO-AOCE Executive members and supported by AERO-AOCE members.

Description of Mandate

The mandate of this committee is to:

- Increase access to Professional Development through outreach
- Organize the Fall conference
- Organize a Spring Special Interest Group (SIG) session (resources and interests permitting)

Description of Deliverables

- Responsibilities and deliverables of the Professional Learning Committee include:
 - Recommendation of topics to the executive, keynote and presenters
 - Contact keynote, book venues
 - Explore ways to increase Professional Development opportunities through the use of technology (e.g. Adobe Connect session)
 - Develop key messages regarding PD opportunities

Suggested Fall Conference Timelines

- June
 - Explore Fall Conference topics and approach possible presenters
- October
 - Finalize topic, keynote, presenters
 - Email membership with a “Save the date” for the Fall Conference
 - Draft Conference Agenda and flyer (poster)
- November
 - Post the Conference flyer and on-line registration link on the website and email membership
 - November Executive meeting – finalize the checklist and responsibilities
 - Chair of PLC committee to liaise with conference presenters
 - Obtain biographies and presentation abstracts from conference presenters
 - Finalize the conference brochure
 - Prepare the conference materials for participants
- December – Fall conference is held
- January
 - Forward PowerPoints to the Communication Committee to post on the website
 - January Executive meeting – present conference feedback
 - Contact Membership Chair to email membership with a notice of posted materials and conference feedback
 - Contact venue and secure the date and location for next Fall Conference

Suggested Spring SIG Timelines

- February
 - Identify Spring SIG topics and possible presenters (resources and interests permitting)
 - Plan for May date
- March
 - Finalize SIG topic and speakers
 - Advertise SIG date and topic
 - Secure a location
- April
 - Create the SIG flyer, post on website with on-line registration link and email membership; open to AERO-AOCE members only; for non-members a nominal fee is requested
 - Identify a key committee contact to liaise with presenters
 - April Executive meeting – finalize the checklist and responsibilities
 - Obtain biographies and presentation abstracts from presenters
- May – Spring SIG is held
- June
 - Forward PowerPoints to the Communication Committee to post on the website
 - June Executive meeting – present SIG feedback
 - Contact Membership Chair to email membership with a notice of posted materials and SIG feedback