

Terms of Reference

Professional Development Committee (PDC)

Report to: DPMG Executive

Purposes:

1. To identify and schedule relevant personal and professional development sessions for DPMG members that build capacity and support management and leadership competency development.
2. To create networking and engagement opportunities within the DPMG membership.

Membership:

Six to eight members for 2-year terms, alternating. Members should be representative across units, positions and campuses of Dalhousie University.

The Chair shall be chosen by the committee members, for a one-year period.

Specific Responsibilities & Deliverables

- Plan 6-8 PPD sessions each year, submitting to the DPMG Executive for final approval.
- Ensure accessibility and availability of PDD session topics across campuses to membership.
- Attend PPD sessions, as facilitator (alternating) or participants.
- Seek feedback from members regarding personal and professional development needs.
- Coordinate with the DPMG Conference Committee and Dalhousie's Human Resources to ensure there is no overlap or conflict with existing PPD opportunities, and where possible share and leverage membership feedback.
- Coordinate notices regarding upcoming opportunities through the DPMG Communications Committee.
- Evaluate PPD sessions.
- All members are responsible for maintaining a committee handbook, and for submitting an annual report summarizing committee activities to the DPMG Executive.