

Professional Development and Membership Committee Terms of Reference

The Professional Development & Membership Committee (PDMC) has oversight of all matters impacting on professional development (qualifications and training) and CIPR membership. It oversees the development of CIPR qualifications, CPD and training, (in the UK and Overseas). The committee maintains the quality and currency of this provision to reflect the requirements of the Royal Charter and the needs of CIPR members. The committee aims to enhance the PR profession by encouraging high levels of skill, knowledge, competence and standards of practice and professional conduct while anticipating and meeting the professional development requirements for its future. In addition the committee aims to ensure membership remains relevant to CIPR members. Its work includes:

- Making decisions or recommendations to Board and Council on any other issues during the year that may impact on membership, qualifications and training aspects
- Advising on the creation of membership value through development of membership services and resources and liaison with other Standing Committees
- Guiding membership and professional development strategy
- Considering and recommending to Board and Council any changes in subscription fees
- Monitoring the operational deployment of professional development activities with regard to their efficacy, quality and usefulness to the profession. Sources of feedback include internal and external examiners' reports, students' comments, employers' panel input, recruitment data and financial forecasts
- Monitoring the wider PR education and training environment including other relevant associations and input from recognised university course leaders and CIPR course leaders

Its responsibilities include:

- Receiving relevant reports on an ongoing basis.
- Considering proposals for new qualifications and authorising their implementation, rejection or redevelopment.
- Receiving proposals for syllabus/assessment change to qualifications and authorising their implementation, rejection or redevelopment.
- Receiving proposals in respect of the delivery or administration of qualifications and authorising their implementation, rejection or redevelopment.
- Receiving the reported proceedings of the Examination Board and noting developments that may influence its views on syllabus, assessment and the operation of CIPR-accredited qualifications centres.
- Receiving, monitoring and acting upon information submitted in respect of the development of new centres both in the UK and overseas.
- Having authority over the process and frequency of the centre re-accreditation system. The Committee has authority to withdraw accreditation from a centre under recommendation from the administration and the CIPR examiners.
- Receiving reports on the Institute's university recognition functions, with the power to amend the process of recognition as it sees fit.

- Being kept fully informed on training matters, with the power to direct, as appropriate.
- Receiving reports on the Institute's CPD system, with the power to amend that system as it sees fit.
- Receiving reports on, review and guide the process supporting Chartered Practitioner
- Having decision-making powers over any other matter that relates to the CIPR's professional development services and standards not otherwise specified in the sections above.

Composition, frequency and method of working:

- At its first meeting each year the Council shall appoint members of the Professional Development Committee. All members of the committee shall be Members or Fellows and may not be trainers or CIPR course leaders to avoid conflicts of interest. The committee can co-opt other members for expert input and issues of continuity.
- The Professional Development & Membership Committee has delegated power from the Council to consider matters relating to education, membership, training and professional development and to make recommendations to Council.
- To enable it to carry out its functions effectively, the Professional Development & Membership Committee may take such action and call for such evidence as it considers necessary and delegate such of its duties to the Chief Executive Officer and the employees of the Institute as it may decide.
- From time to time, working groups will be formed to research and make recommendations about strategy or policy on specific issues. The committee will be kept informed of progress and will ultimately make any decisions relating to the issue.
- The committee will be chaired (co-chaired) by a CIPR Board member (s) who will be elected by Council. The Chair/Co Chair will serve for a period of not more than two years without the need to seek re-election s/he will work closely with the CIPR Director of Professional Development and Membership.
- A Vice-Chair, who must be a Council member, will be elected by members of the Committee from within its own numbers and by a simple majority vote. The Vice-Chair will chair meetings and represent the PDMC when the Chair is not available. The Vice-Chair will continue in that role for a period of not more than two years without the need to seek re-election.
- Staff members from the Business Development, Professional Development (Qualifications and Training), and Membership team will attend meetings as required, as will CIPR colleagues from other departments.
- The committee will meet approximately four times a year.
- Conference calls can also be used, as required. Issues can be discussed and decided on by email when, as is likely, the amount of business is too great for the meeting schedule. Votes will be taken on the basis of a simple majority.
- A quorum shall constitute half of the members of the committee. Although members who are unable to attend may convey their views and votes to the committee this will not influence the requirement that the committee be quorate.