

**The Institute of Chartered Secretaries  
and Administrators in Alberta**

**Terms of Reference  
Education and Development Committee (the “Committee”)**

**Reports to:** The Alberta Branch Board of Directors

**Role of Committee:** To act as a liaison between the Alberta branch and National Education and Continuing Professional Development Committees for issues and matters relating to the International Qualifying Scheme, Continuing Professional Development, education and development of the Alberta Branch members. Maintain regular communication with and a roster of facilitators and instructors from the Alberta Branch region.

**Key Responsibilities of Chair (the “Chair”):**

The Chair should:

1. Be an ICSA member in good standing and hold, at minimum, an ACIS designation.
2. Be a member of the Alberta Branch Board of Directors.
3. Hold regular Committee meetings to discuss the local Branch activities.
4. Provide an oral update and/or written report for the monthly Alberta Branch Board meeting.
5. Be a member of the National Education and National Continuing Professional Development Committees.
6. Communicate key issues or concerns relating to the Alberta Branch to the National Education Committee and the National Continuing Professional Development Committee.

**Key Responsibilities of Committee:**

Each Committee member should:

1. Be a member or student member of ICSA in good standing.
2. Meet regularly to discuss Education and Development issues key to the Alberta Branch.
3. Maintain a list of interested facilitators and instructors who are willing to offer ICSA courses.
4. Keep abreast of current course offerings by ICSA toward the International Qualifying Scheme requirements and other courses for Continuing Professional Development.
5. Offer suggestions to new course offerings that may be of interest to the Alberta membership.
6. Maintain a listing of course offerings by other “like” associations toward the International Qualifying Scheme requirements and other courses for Continuing Professional Development.
7. Maintain regular contact with local instructors/facilitators.
8. Maintain a list of suitable locations for examinations or course offerings.
9. Work with Programmes and Public Affairs Committee to offer seminar-based courses that may be of interest to the Alberta membership.

**Size of the Committee:** The Committee should consist of one Chair and anywhere between an additional two to four Committee members.

**Critical Factors:** Provide an open line of communication between the local level and the National activities relating to the International Qualifying Scheme, Continuing Professional Development, Education and ICOSA's education programs and offerings.

**Contacts & Liaisons:** Regular communication with the Alberta Branch Board of Directors as well as regular contact with the National Director of Education, National Education Committee Chair, National Continuing Professional Development Committee Chair and network with other members of the National Education and National Continuing Professional Development Committees. Keep in contact with other branch's equivalent positions to enhance networking.

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