

IACP Terms of Reference

Name: CPD Committee

Reporting to: Executive Committee

Reporting Mechanism:

- Annual end of year report to the Executive Committee.
- Attendance at Executive meeting by arrangement
- Provide copies of minutes to Head Office

Purpose & Scope: To review the current CPD scheme in the context of

- Feedback from its application so far
- Instructions to the Executive Committee from AGM 2012
- Advise and recommend on developments in the field and in other helping professions to the Executive Committee

Specific Outputs Required (Responsibilities of Committee):

To bring a proposal to the Executive Committee with recommendations for future practice in this area.

Relationship to other committees:

None specifically, consultation as needed (especially with Accreditation Committee?)

Related policies, by-laws, and existing systems:

- IACP Code of Ethics & Practice for Counsellors / Psychotherapists
- IACP Code of Ethics & Practice for Supervisors of Counsellors & Psychotherapists

Committee Structure:

- **Number / Size:** minimum 3 members – maximum 5 members? Committee to comprise of accredited members with the possibility for one Pre-accredited member.
- **Committee Representation:** One Committee member – normally the Chairperson but in their absence a delegate – will represent the CPD Committee when invited to the Executive.
- **Duration of Committee:** Permanent Committee, for on-going review/development.
- **Duration of membership:** Members shall normally serve for a term of three years, which may be extended for a further three years subject to ratification by the Executive Committee. Where possible the retirement/resignation of committee members shall be staggered so that there is a continuity of expertise.

Meetings:

- Committee will meet 4 times a year.
- Secretary responsible for recording minutes of every meeting and ensuring that the minutes are circulated to: Cathaoirleach, ND, PSM and all committee members.
- Approval and circulation of Minutes: Minutes to be circulated to committee members, Cathaoirleach, ND and PSM. Minutes to be approved at next meeting.
- Secretary responsible for notifying members of dates and agenda of meetings.
- Duration of meetings: 2 to 3 hours.

Decision Making Process:

- Majority vote with the chair holding the casting vote
- A quorum will be one half of committee number plus one

Governance:

- This sub-committee reports to the Executive Committee and is required to work in line with the Purpose and Scope as outlined. Any deviation from this needs to receive written advance approval from the Executive Committee.
- Minutes of meetings to be circulated to the Cathaoirleach, ND, PSM and all committee members.
- Annual report to the AGM Booklet.
- Bi-annual report to the Executive Committee.

Budget and Resources

Expected Meeting Expenses: travel and subsistence costs according to the regulations

Committee Expenses: meeting expenses if meeting outside IACP office Christmas social