1. PURPOSE AND SCOPE
   This is the terms of reference for the Professional Development Committee.

2. KEYWORDS
   Professional Development, Committee, Terms of Reference

3. BODY OF POLICY
   3.1. Background
   Within the College’s system of governance are a number of boards and committees at the level equivalent to Departmental level of College management. The Professional Development Committee (PDC) is one such committee, governing the activities encompassed within the Professional Development team. This includes responsibilities for activities undertaken by the Professional Development team and the governance structures they support.

   3.2. Objectives
   3.2.1 Initiate, maintain and sustain a strategic overview of all aspects of the Professional Development team.
   3.2.2 Ensure that professional development activities are provided in an equitable and accessible manner.
   3.2.3 Promote excellence in surgery and lifelong learning through ongoing professional development, particularly in relation to a surgeon as a:
       a. communicator
       b. collaborator
       c. manager/leader
       d. scholar/teacher
       e. professional.
   3.2.4 Provide a conduit for the views of the committees, interest groups and working parties connected to the Professional Development team.

   3.3. Composition
   3.3.1 Membership shall consist of eight Fellows:
       a. One Councillor who shall be elected by Council as Chair
       b. Two other Councillors
       c. Two Professional Development and Standards Board (PDSB) members
       d. Younger Fellows Committee representative
       e. Medico-legal section representative
       f. Senior Surgeons Fellowship representative
3.3.2 Save for the position of Chair, membership will be approved by the PDSB.
3.3.3 The PDSB Chair is an ex-officio member.
3.3.4 Staff in attendance include:
   a. Executive General Manager, Education
   b. Manager, Professional Development
   c. PDC Secretariat.

3.4. **Duties and Responsibilities**

3.4.1 To oversee the development of professional development activities and their implementation throughout Australia and New Zealand.

3.4.2 To provide guidance in relation to maximising the engagement of Fellows in professional development activities.

3.4.3 To make recommendations to the PDSB and Education Board (EB) in relation to the Professional Development team.

3.4.4 To liaise with key stakeholders, including the Speciality Societies and Associations and the State, Territories and New Zealand (STANZ) Committees, in relation to the development and delivery of professional development activities.

3.4.5 To oversee the development of policies for the Professional Development team.

3.4.6 To review the effectiveness of professional development courses and workshops.

3.4.7 To provide oversight of contracts and responsible financial management within the Professional Development team.

3.4.8 To support Younger Fellows in the transition from surgical training to established surgical practice.

3.4.9 To support senior Surgeons in their transition out of active surgical practice.

3.4.10 To support the Medico Legal Section’s professional development activities.

3.4.11 To support the Rural Surgery Section's professional development activities.

3.4.12 To support the Indigenous Health Committee’s professional development activities.

3.4.13 To collaborate with the Academy of Surgical Educators Committee and all working parties that report to it in order to provide professional development for surgeons involved in education and assessment.
3.4.14 To facilitate the educational development of the Fellowship at large.

3.5. Powers

The Committee has such executive powers, supervisory functions and decision-making authority as the PDSB and Council delegates from time to time in relation to the Professional Development team.

3.6. Tenure and responsibilities

In line with Council terms of appointment, a term of office will be for a maximum of three years and membership will be for a maximum of three terms. In those instances when a member of the Professional Development Committee ceases to be a member of Council or PDSB as relevant, those Fellows can no longer serve in their ex-officio capacity and will cease to be a member of the Professional Development Committee.

3.7. Meetings

There will be two meetings each year with one held by video or tele-conference and one face to face. Adhoc meetings will be held as required by the Committee.

3.8. Quorum

A quorum will be a voting majority of the membership of the Committee, or up to five Fellows. In the absence of the Chair, a College Councilor can assume the role of Acting Chair.

3.9. Accountability and reporting structure

The Professional Development Committee reports to Council through the PDSB.

4. ASSOCIATED DOCUMENTS

Continuing Professional Development Program Information Manual
Professional Development Activities booklet
Professional Development Activities Development and Review Policy
Professional Development Activities Registration Fees and Refunds Policy
Academy of Surgical Educators Committee Terms of Reference
Professional Development Procedural Manual

Approver
Professional Development and Standards Board

Authoriser
Council