



PROFESSIONAL STANDARDS BOARD POLICIES & PROCEDURES

Governance

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Accreditation Program Committee – Terms of Reference

Mandate:

The mandate of the Accreditation Program Committee (APC) is to:

- Oversee policy and procedures for delivery of the accreditation program in accordance with the National Membership Manual – Accreditation
- Promote accreditation as an asset to the planning profession
- Review applications and determine eligibility requirements for accreditation within the Standards
- Provide, through PSB, Provincial/Territorial Institutes and Associations (PTIAs) with current information on accreditation status and information on the program
- Approve selection criteria for reviewers, and recruit, train and administer volunteer reviewers
- Conduct reviews of annual reporting forms and 5-year intensive reviews (site visits)
- Prepare recommendations for accreditation

Composition, Selection and Term of Office:

APC consists of:

- Six (6) regular voting members representing practicing professional planners
- Three (3) regular voting members representing the Association of Canadian University Planning Programs (ACUPP)
- One (1) member of the PSB Board of Directors, acting as Board Liaison; this member shall also be a voting member of the Committee

The PSB Board of Directors will solicit nominations for APC membership from amongst CIP Certified members. Bearing in mind geographic and gender diversity, nominees:

- Shall be Certified members in good standing of CIP and/or a PTIA
- Shall not be serving as officers of the Board of CIP and/or a PTIA
- Shall not be serving as members of the Professional Standards Committee
- Shall have a good understanding and experience in accreditation services
- Shall have an understanding of membership standards and processes for the planning profession
- Shall have a strong interest in providing quality accreditation processes for the planning profession in Canada

ACUPP members shall be employed by universities that are ACUPP members. Further, the universities employing such members shall have at least one (1) degree program accredited by CIP.

Appointment of APC members from among the nominees shall be determined by the PSB Board of Directors. APC members shall serve as such at the pleasure of the PSB Board of Directors, subject to the criteria noted above and to the term limits noted below.

APC members will serve for a term of four (4) years and terms may, at the option of the PSB Board of Directors, be staggered. An APC member may serve for two consecutive terms if nominated and appointed.

Committee Governance:

The PSB Board of Directors shall appoint one member of APC to be Chair of the Committee. The Chair of the Committee shall have a regular vote but shall not have a second, or casting, vote. Motions the vote on which is tied shall be deemed to have failed.

APC members shall select one of their number to be Vice-Chair of the Committee. The Vice-Chair shall serve as Chair in the absence of the Chair, but shall not have an automatic right of succession to the Chair.

Chair and Vice-Chair shall serve for terms of two (2) years and may be appointed by the PSB Board of Directors (for the Chair) or selected by APC members (for the Vice-Chair) for a second consecutive term, subject to continuing Committee membership.

APC will meet at least twice in each calendar year. Meetings may be held wholly by electronic means, wholly in person, or may consist of a combination of members present in person and members present electronically. Meetings shall be subject to a minimum notice of five (5) calendar days unless a schedule of meetings is set at a meeting of the Committee, in which case notice is deemed to have been waived.

Reporting:

APC shall report to the PSB Board of Directors at each of its meetings through the Board Liaison.

APC's Chair shall report in writing to the PSB members at each PSB Annual General Meeting.