

Working Group/Team Name:	Professional Development (PD – Development and Opportunity).
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Purpose and Objectives:
<p>The group is a forum to support and make recommendations to the Association on how it might provide professional development opportunities for its members.</p> <p>Specifically the group will:</p> <ul style="list-style-type: none"> • Identify professional development topics relevant to the Association and its members • Respond to priority issues referred by the Executive Board of the Association • Identify potential delivery mechanisms, opportunities or speakers • Investigate options for a decentralised model of providing training opportunities • Collect and review information on professional development opportunities that could be made available to members • Investigate and develop opportunities for staff exchange programs • Develop training tools and materials for use by the Association or its membership • Review the conference model

Term:
<p>The term of operation for the working group will be determined by the Executive Board of the Association with endorsement sought at each Annual General meeting.</p>

Membership:
<p>The working group will consist of staff drawn from QPLA member libraries. People may nominate for membership or be invited to participate by the Chair of the working group, provided that there is not more than one representative of a member library on the group. A balance will try to be maintained between representation from large, medium and small libraries wherever possible. Working group membership may be for a specific time frame of one year or for a specific project.</p> <p>The Chair will be appointed by the Executive Board of the Association and will be responsible for calling and chairing all meetings, reporting on group outcomes to each Executive Board meeting.</p> <p>Members of the working group will have the following roles:</p> <ul style="list-style-type: none"> • to share knowledge and experience in relation to professional development issues • to be aware of contemporary issues impacting public libraries • to share relevant information, data and research • to gather information from colleagues • to raise issues of concern to public libraries • to undertake tasks as requested by the working group • to contribute to the agenda for working group meetings

Operation of the group:

- the group will meet on a regular basis as determined by the group to discharge its remit, with a minimum of 4 meetings per year
- group meetings will generally be via teleconference, with one face to face meeting scheduled to coincide with the annual conference or Professional Development (PD) event
- group members will be responsible for their own travel arrangements and costs unless otherwise agreed by the Executive Board
- a meeting quorum will be a majority of members of the working group
- recommendations for the Executive will be on a simple majority vote
- meeting agendas and papers will be provided at least two weeks prior to the meeting
- meetings will be minuted by a member of the group, approved by the Chair, and distributed to members within 10 working days of the meeting, with a copy forwarded to the Association Secretary
- minutes must clearly identify responsibilities and timelines for action items
- a group email list will be established for sharing of information between meetings

Review Timeline:

These Terms of Reference may be amended, varied or modified by the Executive Board of the Association at any time.

Endorsement of Terms of Reference by QPLA:

Adoption:	Adopted at meeting of Executive Board held on 1 December 2014
Chair:	Rebecca Randle
Title:	QPLA Regional Representative