



Professional Development Committee

Terms of Reference

Approved by the National Council on 1 August 2015

Committee's aims:

1. To promote good quality continuous professional development opportunities for interpreters and translators
2. To maintain a register of reputable PD course providers
3. To coordinate all AUSIT PD courses across Australia

Terms of reference:

1. Liaise and coordinate events with branch PD coordinators
2. Maintain a national PD calendar
3. Establish guidelines for inclusion in a register of AUSIT endorsed PD providers / courses
4. Maintain a national PD provider register
5. Establish a PD feedback mechanism (e.g reviews on the website)
6. Establish recommended fee structure for presenters
7. Oversee the PD point system and oversee members' requirements to fulfil PD for continuing membership, with the support of the AUSIT executive officer
8. Rank PD courses according to level of target audience
9. Organise regular national PD courses on ethics, essential skills, induction courses and other essential courses as deemed appropriate
10. Liaise with interpreting and translation service users to reciprocate in the offering of PD courses (e.g. AUSIT offers courses on how to work with interpreters, lawyers offer courses on legal issues)
11. Identify specific PD needs and source providers
12. Liaise with Education committee regarding content and quality of PD courses offered
13. Liaise with AUTIF (www.autif.org) regarding PD opportunities by university staff
14. Establish a schedule of admission fees
15. Develop a three year PD Plan
16. Maintain a library of resources



Committee's composition:

1. Committee Chair: National PD Coordinator
2. Committee Vice Chair appointed by the National Council
3. Branch Professional Development Coordinators appointed by local Branch Committees
4. Committee Members representing practitioners and educators appointed by the National Council
5. Other experts as required and appointed by the National Council

Terms of office:

1. Committee Chair and Branch Professional Development Coordinators: ex-officio
2. Committee Vice Chair and Committee Members: minimum term of 1 year, renewable twice (maximum of 3 years).
3. For continuity, the Committee Chair should become a Committee Member after leaving the position of Committee Chair, for at least one more year.
4. The committee should hold formal minuted meetings at least once a quarter (virtually or in person) and communicate through other means at least once a month.
5. Major decisions must be unanimous and approved by the National Council at one of their monthly meetings. This includes any decision regarding payments for presentations made by any member of the committee, including the chair.

Reporting:

1. The chair of the committee reports to the AUSIT vice president monthly.

General Terms of References applicable to all appointed committees in AUST:

1. Any and all terms of references are subject to review and change by the National Council at any time, and all members of a committee are bound to those changes. This may include, but not be limited to, terminating or changing membership and dissolving a committee. No change to the terms of references shall give rise to any claim for compensation in any way.
2. All committee members are bound to the Constitution and By-Laws of AUSIT and any applicable laws. All committee members undertake to participate regularly in committee meetings, participate in a constructive and positive manner and contribute to committee work outside of the meeting. National Council shall terminate the committee membership of any committee member who fails to adhere to these requirements, even if any stated minimum terms have not yet been served in full.
3. No committee or committee member shall represent AUSIT or bind AUSIT in any way, unless such authority has been delegated from the National Council in writing.
4. Committee members shall not be reimbursed for any costs arising from being a committee member unless prior arrangements have been made in writing with the National Council.
5. Ex-officio members of committees: the body appointing a person to an ex-officio committee position shall inform the Chair of the Committee, National Council and Executive Officer regarding such appointment. Any such appointment only becomes effective once the person appointed has signed the Committee Terms of Reference in force at that time. Clauses 1 to 4 apply to all ex-officio committee members unless a contractual agreement states otherwise.