



**The Property Institute of New Zealand Inc**

**Professional Community & Council Sub-Committee - Continuing Professional  
Development  
Terms of Reference**

## Objective

1. The Continuing Professional Development (CPD) Sub-Committee's objective is to assist the PINZ Board, NZIV Council, IPAC, COMPRO, PROMINZ and PMVI professional communities by:
  - a. Ensuring the provision of good quality education content and professional development opportunities for members, in line with the CPD Policy of each professional community.

## Authority

2. The PINZ Board and NZIV Council, IPAC, COMPRO, PROMINZ, and PMVI Boards authorise the CPD sub-committee, within the scope of its role and responsibilities to:
  - Encourage and promote CPD participation in the respective communities or Council it serves.
  - Review CPD exemption applications and provide recommendations to NZIV Council or the PINZ Board as appropriate.
  - Work closely with the PINZ National Support Team to ensure the provision of CPD content and form.
  - Work closely with the National Support Team to ensure that PINZ CPD offerings meet the needs of the NZIV, IPAC, COMPRO, PROMINZ or PMIV professional community it serves.
  - No authority is delegated to enter into contractual recommendations with CPD providers or to form policy independent to the PINZ Board and NZIV Council.
  - Develop and recommend changes to CPD policy to the CEO for operational consideration which subsequently may be recommended to the PINZ Board and NZIV Council.

## Composition and tenure

3. NZIV Council, IPAC, COMPRO, PROMINZ and PMVI boards will have CPD sub-committees in place and that will be specific to their community.
4. Each CPD sub-committee will consist of a maximum of five representatives. One of which will be a member of the council or community it serves.
5. It is recommended that a Standards Board member is on each sub-committee.
6. The Chief of Staff will work closely with each sub-committee to co-ordinate and deliver to the membership the education recommendations made by the committee.
7. The CEO and National Support Team can be in attendance in sub-committee meetings by request.



8. The final composition of each sub-committee will be approved by NZIV Council, IPAC, COMPRO, PROMINZ, or PMVI board that it serves.
9. Members will be appointed for a period of up to two years after which they will be eligible for re-appointment. Members' terms should be staggered so that not all members are due for reappointment in the same year.
10. The members, taken collectively, will have a broad range of skills and experience relevant to the community and Council in order to effectively make recommendations for the CPD required. The sub-committee will have the ability to co-opt skills as required within the parameters of the scope.

## **Role and responsibilities**

11. The sub-committee has no executive decision-making powers and is directly responsible to the Chief of Staff (COS) to exercise its responsibilities.
  - The sub-committee's role is to suggest, recommend and provide input into the provision of topic and subject matter to deliver effective CPD annually on a month by month basis.
  - Responsible for subject matter and topics to ensure effective education and CPD forums and workshops are delivered at the National Property Conference held annually.
  - The sub-committee will define seminar and webinar content.
  - The sub-committee will be responsible for shoulder tapping where possible and identifying experts in relevant fields, and speaker recommendations for all other instances.
  - Providing a brief for speakers where appropriate to ensure that the objectives of the CPD are met.
  - Ensure that education and CPD content is on the agenda for each Council and Community meeting.
12. Members of the subcommittee are expected to:
  - Contribute the time needed to study and understand the papers provided.
  - Apply good analytical skills, objectivity, and good judgement; and
  - Express opinions, frankly, ask questions that go to the core of the issue and pursue independent lines of enquiry within the parameters of good committee protocols.
  - Understand fully the required CPD and education provision for the year and support the COS and national team in the execution of this through the provision of content and speakers.

The responsibilities may be revised or expanded in consultation with, or as requested by the Council, Community and Chief of Staff from time to time.



The process for feeding back to the Chief of Staff is as follows:

- sub-committee to provide to the COS the upcoming seminar and webinar blocks with timeframes.
- CPD sub-committee meets and provides relevant information to COS and National Support Team (NST) to arrange logistics with speakers and promotional material.

### **Financial accountability**

- CPD sub-committee has no financial delegation and all activities will be governed by the national budget through the Chief Executive Officer.

#### **13.1 Internal accountability**

- Timeframes will be agreed and delivered upon in line with the National PINZ and NZIV Council budgeted education requirements.
- To review and recommend appropriate and effective education content and speakers.

### **Reporting procedures and meetings**

13. Meetings are to be convened quarterly while planning in advance to ensure that effective and timely CPD and education events can be scheduled.
14. PINZ audio and Zoom facilities will be available.
15. Minutes from the meeting, actions and recommendations will be fed back to the COS within 5 working days of the meeting.

### **Review of the Subcommittee terms of reference**

16. PINZ and Council shall undertake an annual review of its objectives and responsibilities (Terms of Reference) in conjunction with the NZIV Council, IPAC, COMPRO, PROMINZ, and PMVI boards.
17. Review protocol.

<b>Policy reviewed and approved by:</b>	<b>Date Implemented</b>	<b>Next Review Date</b>
PINZ Board	August 20	August 21
PINZ Board	December 21	August 23

