

# TERMS OF REFERENCE

1. **Name:** Practice Review Committee
2. **Type:** Action Committee reporting to Council.
3. **Purpose:** To administer the Practice Review process in accordance with the Practice Review Manual and Policies of the Association
4. **Membership:** Membership shall include representation from a broad range of disciplines and shall include at least one Professional Engineer and one Professional Geoscientist.
5. **Method of Appointment:** By Council.
6. **Terms of Office:** Appointments are on a three-year term basis staggered to provide continuity.
7. **Selection of Chair:** The Chair is appointed by Council.
8. **Function:** In accordance with the Practice Review Manual administers the following:
  - (1) Selection and appointment of Reviewers.
  - (2) Training of Reviewers.
  - (3) Selection of persons to be reviewed.
  - (4) Challenge process.
  - (5) Liability and legal issues.
  - (6) Dispute resolution.
  - (7) Development of a Budget and monitoring of costs for the Practice Review Process.
  - (8) Monitoring of the practice Review process and recommending improvements.
9. **Quorum:** 50%.
10. **Frequency of Meetings:** Meetings are at the call of the Chair.
11. **Conduct of Meetings:** The Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members attending may simultaneously hear each other and participate during the meeting.

The Committee may also meet by fax, email or other electronic media where communication may not be not simultaneous, provided all members of the Committee have access to the medium chosen and all communication to and from one member is broadcast to all other members of the Committee.

12. **Annual Review:** The Committee shall review its Terms of Reference on an annual basis.
13. **Staff Support:** Staff support functions are provided by the Associate Director, Professional Practice.

APPROVED BY COUNCIL: March 3, 1994 (Minute #CO 34/94)

AMENDED BY COUNCIL: February 26, 2003 (Minute #CO 03-30)

AMENDED BY COUNCIL: May 5, 2006 (Minute #CO 06-42)