



CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) COMMITTEE

Mission

The mission of the ISPO CPD Committee is to develop and maintain a strategic continuing education plan for the Society; developing core educational content; providing guidance on topics and content for workshops, symposia, and conferences that meet the “body of knowledge transfer” and continuing education needs of members worldwide; providing guidance on the delivery formats and methods to facilitate global delivery of core educational content; implementing instructor review and approval processes as defined in the standing rules; and providing guidance on the use of relevant education from other allied organizations.

Primary focus should be on:

- Oversee ISPO's continuous professional development educational activities
- Address issues related to maintaining professional standing and learning
- Recommend opportunities for developing educational programs and services to meet the needs of ISPO members and non-members worldwide.

Principle

All Committee members should be members in good standing of the Society and should represent the diverse origins, professional interests, backgrounds, and geographic representation of the membership of ISPO.

Exceptions to above points may be made under specific circumstances; for example, when a person representing another organization has been specifically invited to serve on a Committee due to his/her particular expertise.

Preference should be given to individuals actively engaged with ISPO Member Societies and with a strong background in continuing professional development.

ISPO Committee members shall always:

- Act in the best interest of the Society.
- Align the Committee activities with the overall mission and vision of the ISPO.
- Represent the interests of the Society's membership towards the Executive Board, International Committee, other ISPO committees, as well as members and outside parties.
- Work closely with and support the Executive Board and other ISPO Committees and leaders and ISPO Head Office staff.

Commitment

ISPO CPD Committee members are expected to:

- Have their involvement in the ISPO CPD Committee as a high priority.
- Contribute to discussions of issues, challenges, and business and display a proactive approach in scheduled meetings, conference calls, etc.
- Carry out any and all assigned functions in a timely manner and in accordance with the bylaws, policies and procedures.
- Represent ISPO and ISPO CPD Committee in a positive and supportive manner at all times and in all places.
- Avoid conflicts of interest between the position as a committee member and their personal or professional life. When necessary, a committee member shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which a personal or professional conflict exists.
- Showcase initiatives in matters crucial to ISPO and its future development.
- Work closely with the ISPO professional staff and outside consultants as required.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct.

Responsibilities & Objectives



The responsibility of the CPD Committee shall be to:

- Serve the P&O community in an ethical and responsible manner by disseminating unbiased and objective CPD programs.
- Ensure that all ISPO CPD programmes meet the highest standards for CPD development and are consistent with the educational needs of ISPO community.
- Offer CPD via new and/or innovative methods (e.g., e-learning).
- Assist in determining the mission and purpose of ISPO CPD activities
- Recommend necessary policies and guidelines for CPD committee operations and activities
- Assist the ISPO Office staff in performing any tasks that are CPD-related
- Annually review CPD benefits and services, advising the Executive Board of recommended changes
- Assist in determining, monitoring, and advising on the direction of ISPO's CPD growth
- Establish and monitor any financial aspects of the ISPO CPD Committee, particularly in relation to the overall budget of the Society. All decisions involving financial obligations must be brought forward to the Executive Board for final discussion and approval
- Represent the Society and the Committee, as required, with member societies, affiliate societies, individual members and other third parties (such as sponsors)
- Help to enhance the educational needs of ISPO members and recommending the development of services to meet those needs.
- Participate in ensuring effective organizational planning and in the strategic development of CPD
- Keep the sections related to CPD on the ISPO website up-to-date and that relevant input is continuously provided
- Liaise with other Committees on CPD-related matters when necessary
- Keep membership informed to make prospective and current members aware of the CPD resources, services, and CPD benefits of ISPO.

The ISPO CPD Committee submits to the Executive Board each year a one-year forward plan projection for the activities it oversees.

Composition & Appointment

ISPO CPD Committee shall comprise a Chair Elect, a Chair, and an Immediate Past Chair. In addition to these Committee leaders, the Committee shall be comprised of four (4) members, , half of them should be nominated by ISPO National Member Societies. If the positions allocated to nominations from National Member Societies are not filled, or if the candidates nominated by Member Societies do not have the required qualifications and experience, then the Committee Chair can co-opt candidates until the Committee is complete.

The Committee Chair and Chair Elect are appointed by the Executive Board. The Chair is responsible to both the Executive Board and the membership. Other Committee members, as well as the Chairs are validated by the Executive Board following submission of a list of the proposed compositions by the Committee Chair, four (4) months before the next World Congress.

When submitting the list of proposed Committee members, the Chair should ensure that the following criteria are respected:

- All Committee members should represent the Society's multi-disciplinary membership and its worldwide distribution.
- The different professional disciplines, geographical, cultural backgrounds, and gender diversity of the members should be considered to ensure an equitable distribution.

The ISPO CPD Committee also includes one current Board member as nominated by the Board. (this Board nominee may have previously served the maximal time as a committee member).

Additional individuals with expertise in CPD matters may be co-opted by the ISPO President upon recommendation by the Chair of the CPD Committee.

Terms



To ensure continuity of direction and leadership of the Committee, Committee leadership will reflect the Executive Board model with a Chair who is supported by a Chair Elect and the Immediate Past Chair of the committee at the next World Congress. The term of the Chair Elect begins at the conclusion of the World Congress, continues automatically to Chair following the subsequent World Congress, and concludes with a final term as Immediate Past Chair at the next World Congress. The Chair, Chair Elect, and Immediate Past Chair will work closely together.

The terms of new Committee members begin at the conclusion of the World Congress and shall be appointed for up to two consecutive bienniums (i.e., from one scheduled World Congress to the Second World Congress thereafter).

Committee members are nominated in groups (half of the Committee members, excluding the Chair, Chair Elect, and Immediate Past Chair) will take office at alternate World Congresses to ensure some continuity of Committee membership. They may not be re-nominated as member for another term but may be nominated as Chair Elect. However, the maximum period for any individual in any Committee shall be 10 years (i.e. for anyone who would serve a term as a Committee member and then become Chair Elect, Chair, and Immediate Past Chair) or 8 years for anyone who would serve 2 non-consecutive 4-year terms as a Committee member.

To ensure continuity in the work of the Committee, newly nominated members shall be invited to attend Committee meetings three (3) months before beginning their terms (without having any voting rights).

Collaboration

The CPD Committee is expected – under the leadership of the Chair and through the facilitation of the ISPO staff liaison(s) – to collaborate actively throughout the year.

At the beginning of each year a schedule of monthly virtual meetings will be agreed by the Committee and sent to the ISPO Head Office.

Additionally, a notice of each meeting confirming:

- the time and date
- venue or electronic access arrangements
- the agenda of the meetings

will be sent to each member of the Committee, and any other person attending, at least 7 working days before the date of the meeting.

Decisions and rulings are reached on the basis of a consensus during the meeting. In the event of disagreement, decisions are made by the majority.

The Chair of the Committee is responsible for ensuring that brief notes are taken about:

- Observation of all necessary meeting protocol
- Attendance
- Decisions/rulings
- Significant conclusions and action items arising

The ISPO CPD Committee has the opportunity to have one physical meeting per year of up to two meeting days, for which ISPO will cover travel expenses, accommodation, and subsistence for the Chair and the Committee members. Physical meetings should be considered when the majority of Committee members are already in the same place (e.g., while attending a conference or event in the field) to keep Society expenses as low as possible.

Reporting

The Chair of the CPD Committee presents a report on Committee activities at every ISPO Executive Board and International Committee meeting as well as any other relevant meetings of the Society or as requested by the President. In case of unavailability of the Chair, the Chair Elect may act as a proxy and represent the Chair.

The Chair of the Committee is invited to attend all ISPO Executive Board calls and meetings. If the Chair is not an Executive Board member, he/she will attend Executive Board calls and meetings, as a non-voting



participant as deemed appropriate by the President and the Executive Board. Related expenses shall be reimbursable upon prior approval by the Treasurer.