

GFOA Alberta Professional Development Task Force

Terms of Reference

Purpose	<ul style="list-style-type: none">▪ The Professional Development Task Force fills an important gap in the current education and skills development market for municipal financial professionals and staff today. We provide timely, accessible, affordable specialized training on the financial management issues that are unique to local government. We provide a dynamic, customized and flexible set of training resources directly and through partnerships with other educational institutions and professional organizations to make sure our members are knowledgeable and capable in meeting the needs of their municipalities.
Membership	<ul style="list-style-type: none">▪ A minimum of four GFOA Alberta members chosen by Task Force members and the Executive Director
Selection of Chair & Vice Chair	<ul style="list-style-type: none">▪ To be selected at the in-person meeting
Frequency of Meetings	<ul style="list-style-type: none">▪ At the call of the Chair▪ Meetings to be held in person, via conference call or other electronic means (as established by task force members)
Responsibilities	<p>The responsibilities of this Task Force include the following:</p> <ul style="list-style-type: none">▪ Investigate and deliver training needs required or requested by GFOA members and as directed by the Board▪ Provide conference topics, speaker suggestions, scheduling and assistance to the conference organizing committee, as required▪ Research new delivery methods for education opportunities▪ Provide communication to the Executive Director and the Board on initiatives investigated▪ Prepare annual budget recommendations to be provided to the Board by September 15th of each year▪ Task Force Chair to provide an update to the Board once per year, at the fall retreat▪ Task Force Chair to provide an annual report to the membership <p>Please note: The above may be subject to change as suggested by the task force and as approved by the GFOA Alberta Board.</p>
Term	<p>Task Forces are intended to be set for an indefinite period, although specific projects will be determined by the Executive Director and the GFOA Board, based on the nature of the Task Force.</p>



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The Terms of Reference will be reviewed annually by the Task Force. Any revisions must be presented to and approved by the GFOA Alberta Board.