



Education & Professional Development Committee

Purpose of the Committee

Based on the operational business plan for a governing year, the Education & Professional Development Committee will act as a resource to the CEO by supporting the Education staff in the review and improvement of existing education programs and provide suggestions for future programs. In addition, committee members will act as subject matter experts in supporting education program learners with curriculum and exam-related questions.

Committee Type

Operational Committee

Scope

- Act as subject matter expert for AMBA learners and respond to questions and inquiries as needed.
- Review and provide recommendations for updates within the education program on an ongoing basis.
- Provide feedback and industry insight into relevant industry changes that affect the education program.
- Support AMBA and operational staff by researching and providing industry insight into potential professional development and/or training topics as needed.
- Research and provide suggestions for industry-related speakers.
- Promote relevant and approved industry certifications within the membership.
- Participate in the research and development of education program enhancement activities when required.
- Participate in any student-support and career-development programs as requested.

Membership Structure

Up to 14 members comprised of members-at-large, Directors, AMBA staff members, and public members with specialized areas of expertise. AMBA CEO is an ex-officio member.

Subcommittees

Subcommittees may be formed to complete specific tasks/projects as needed

Key Responsibilities

- 1) Act as subject matter experts in providing the AMBA staff with relevant professional development and education topics and content as well as reviewing existing educational materials on an ongoing basis;
- 2) Support the CEO and staff in ensuring that the education program (and any future education programs) is up-to-date and relevant;



- 3) Assist AMBA staff in ensuring AMBA learners have access to resources and support during their courses;
- 4) Support the CEO and staff in ensuring that AMBA offers best-in-class education programs that meet all RECA requirements;
- 5) Participate in the development and creation of course enhancement activities when needed;
- 6) Act as a resource to students and learners when requested by staff.
- 7) Promote and act as a champion of the AMBA pre-licensing courses.

Duties of Committee Members

- 1) Attend scheduled meetings;
- 2) Attend the AGM;
- 3) Arrive on time and be prepared to participate;
- 4) Read any material received prior to the meeting;
- 5) Accept your share of delegated work.

Accountability & Reporting

- The committee is accountable and reports to the CEO.
- Committee members report to the Chair of the Committee

Meetings

Meetings will occur a minimum of 4 and a maximum of 12 times annually.

Membership Criteria

Must be a member in good standing, a staff member of AMBA, OR have external expertise that will support the professional development and education programs.

Confidentiality

We encourage you to talk to your peers about topics being discussed. Often, we will ask you to gather feedback for certain topics and decisions. However, matters discussed in the Committee are deemed confidential until a decision has been made or an action item has been approved.

Term Limits

Maximum term limit is 4 consecutive years.

Average Time Commitment

- 12-24 hours per year;
- 1-2 hours preparation pre-meeting;
- 2-4 hours per member of student/learner support.

Voting

Business arising at any meeting of this committee shall be decided by a majority of votes. No Committee member shall be entitled to vote by proxy. The CEO does not have voting powers.



Quorum

A quorum of the committee in order to vote on any matter shall consist of more than 50% of the voting membership of the committee.

Measures of Success

- Education program is up-to-date with current regulations and requirements of the industry;
- Exam challenges and questions are responded to in a timely manner;
- Learners feel supported by subject matter experts when they have questions;
- Professional development opportunities at AMBA are well-attended and receive positive feedback.

Benefits

- Job satisfaction through volunteerism;
- Fully informed of ongoing changes to the industry;
- The opportunity to ensure that future mortgage brokers receive the most up-to-date and relevant information during their MAP course and other professional development sessions;
- Gain a better understanding of the internal workings of AMBA;
- Satisfaction of assisting mortgage broker candidates through the MAP program as needed;
- Enhanced knowledge of new advancements and trends in the industry;
- Stepping stone to Standing Board Committees, Board of Directors and other industry related positions available throughout Alberta and Canada;
- Networking and relationship building.

Resources

Resources and support services will be provided through the office of the CEO.

Staff Liaison

Appointed annually.