

TERMS OF REFERENCE

Professional Development Committee

Purpose

The Council of Academic Public Health Institutions (CAPHIA) is the peak advocacy body that represents universities and aligned organisations that educate, research and develop the public health workforce throughout Australasia. CAPHIA’s mission is to improve the public’s health by advancing public health education, research and workforce development. Professional Development is one of four strategic pillars in the 2025 – 2027 Strategic Plan to strengthen the capability and capacity of public health teaching and research. The Professional Development Committee is responsible for leading capability building of public health academics within the CAPHIA community. This includes conducting regular needs assessments and designing and delivering targeted programs and initiatives.

Roles and Responsibilities

The roles and responsibilities of the Professional Development Committee will be to:

1. **Needs Assessment:** Identify professional development needs and priorities of public health academics from member institutions
2. **Program Development:** Prepare an annual program of work, prepare business cases for new initiatives, and deliver Board-approved events (in person and online). Provide advice upon request to inform the work of other CAPHIA committees.
3. **Network leadership:** Provide oversight of the CAPHIA Networks and Early Career Academic Committee to guide and support professional development activities.
4. **Communications:** Promote committee initiatives via internal institution channels, social media and within other academic and public health networks to encourage uptake of CAPHIA professional development initiatives.
5. **Member Engagement:** Recruit and support academics and staff from member institutions to participate in the committee's projects.

Tenure

The Professional Development Committee (the Committee) will operate until March 2027, when the Board will review its operation and focus.

Meeting Frequency

The Committee will meet at least once every six weeks and, at the discretion of the chair, may meet more often.

Authority to Amend Terms of Reference

The CAPHIA Board at all times retains the unilateral ability to change these Terms of Reference at its discretion.

Authority to have Alternates:

The Professional Development Committee members may be able to send alternates from time to time with prior approval from the Chair/s.

Authority to Create Subgroups:

The Committee is authorised to create time-limited working groups to complete operational plan goals and/or enact the Committee's responsibilities. Additional members may be appointed or elected to achieve these goals.

Membership

Committee members will consist of:

- Up to 10 Ordinary Members (no more than two per institution/university) who are selected in consideration of diversity of gender, culture and academic expertise.

Membership Eligibility

Staff and student members from CAPHIA member institutions are eligible to nominate for the Professional Development Committee.

The CAPHIA Board will select the Committee membership.

Chairing

The Chair/s of the Committee will be selected by the CAPHIA Board of Directors.

The CAPHIA Chair may request verbal or written updates to the CAPHIA Board meetings from the Committee representative.

Reporting Lines

The Committee directly reports to the CAPHIA Board of Directors.

The CAPHIA Networks and the Early Career Academic Committee report to the Professional Development Committee.

Version Control

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