



TORONTO COMMERCIAL REAL ESTATE WOMEN

Professional Development Committee Mandate

1. Role and Responsibilities

The Professional Development Committee (the "**PDC**") mandate is to develop educational and professional development programs for Toronto CREW members only which provide knowledge and/or opportunities to develop skills that will enhance their competency as commercial real estate professionals - thus allowing them to ***excel, influence and lead*** in their careers.

PDC meets monthly to:

- A. Review programming under development.
- B. Discuss learnings on recently completed programs, and wherever practical to elicit feedback from participants in completed programs to help guide future programming.
- C. Brainstorm new program ideas.

2. Reporting and Liaison

The Committee will report to the Board of Directors (the "**Board**") of the Toronto Commercial Real Estate Women (the "**Corporation**"). The Board liaison will be a Toronto CREW member that is appointed by the Board (the "**Board Liaison**"). A monthly written update is to be provided for Board review and quarterly updates provided at the leadership meetings.

3. Composition of Committee

PDC shall be comprised of a Chair or two co-Chairs and a Vice Chair or two co-Vice Chairs. The Chair(s)/Vice Chair(s) should actively encourage and recruit new PDC members. There is no limit on the number of committee members. A larger committee is beneficial so that sub-committees can help co-ordinate and plan separate programs. Continuity and new ideas are equally important.

PDC is broken down into subcommittees led by committee members with each subcommittee having a member of the PDC leadership within its composition. The subcommittees have distinct mandates to develop specific program ideas and report back to PDC for feedback. Once a program idea is approved by PDC, it is presented to the Board for approval.

PDC shall regularly liaise with the Programs Committee and Marketing and Communications Committee and other Toronto CREW committees, as necessary.

4. Programming

The ongoing development of new programming is the key function of PDC and most of the programs are not likely to be repeated annually or even semi-annually.

In planning and developing programming ideas, PDC is focused on programs that:

- A.** Can be built upon or contain modules such that a continuation of a program can provide several programs extending into future years e.g. a program that links topics through several sessions.
- B.** Are facilitated by subject matter experts and wherever possible draw on the expertise of members within Toronto CREW.
- C.** Include an interactive component so that members are given the opportunity to network with each other as part of the learning.
- D.** Are accessible to Toronto CREW members in terms of timing, location, and cost.

PDC has created a “program idea bank” to track program ideas that may be offered in future years, tracks programming offered by other real estate organizations to avoid conflicts with scheduling and to avoid duplication of program ideas. PDC emphasizes regular meeting attendance and continuous discussions related to future programs to ensure that programs will appeal to members given the plethora of programs offered by other commercial real estate organizations, law firms, and event planning organizations.

5. Logistics and Communication

a) General:

- Set meeting dates, agendas, and update PDC as required.
- Distribute meeting agendas/minutes of meetings to PDC.
- Coordinate updates/newsflashes for the Toronto CREW weekly emails and website as necessary.
- Report to the Board of Directors on PDC activities/updates as required.
- Determine activities and create “To do” lists as required.

b) Planning

- Develop program ideas/speakers.
- Maintain an "idea bank" for future programming.
- Confirm programs calendar for 12-14 months.
- Maintain ongoing dialogue with the Programs Committee.
- Coordinate with Marketing and Communications Committee to create invitations for email, web and/or printed distribution and provide to Toronto CREW Administrator (e-blasts, invites, publicity, website, signage, etc.).

- Coordinate sponsorship opportunities and commitments when available and/or required.
- Confirm and book venues and caterers as required.
- Coordinate and contract audio video requirements for programs as required.
- Budget for programs and get approvals from the Board for programs, when financially feasible or not profitable but still within the budget guidelines

c) Creation and maintenance of budget

- Establish the revenues and expenses budget.
- Obtain budget approval from the Board.
- Monitor and maintain the budget.
- Work closely with Toronto CREW Administrator to monitor registration and update budget as required.
- Work closely with Board Liaison to adjust budget throughout the year, as required.
- Approve all invoices, request payment through Toronto CREW.

d) Key Programs

- Women's Leadership Program – a marquee offering.
- Multi-session educational programming:
 - varying topics that are pertinent; and
 - current and important “building blocks” that every commercial real estate professional, regardless of their field of expertise.
- Board Readiness Program.
- "Soft-Skills" development program with an interactive component.
 - i.e., Connecting with Confidence Program.
- Read to Lead Book Club.

6. Authority Level

PDC has full authority to book venues, speakers, and subjects once approved by the Board. Preliminary ideas/plans are to be presented by the Board Liaison at Board meetings to ensure programming is in line with organizational objectives.