



Policy

# Professional Development Specialist Advisory Group (PDSAG)

Terms of Reference

Adopted: 15 May 2024  
C010-1.0 2024





## Professional Development Specialist Group (PDSAG) Terms of Reference

Document Reference: C010

Version: 1.0

Adopted: 15 May 2024

Revised:

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## 1. Preamble

The Terms of Reference set out the purpose, composition, membership, meeting requirements and functions of the Professional Development Specialist Advisory Group (PDSAG).

## 2. Authority

The authority of the Professional Development Specialist Advisory Group is limited to dealing with matters relating to the development of professional development as outlined in these terms of reference including advice on the development of AIBS Policy positions relating to professional development.

The AIBS Events Administrator is the appointed administrator for the PDSAG under the direction of the CEO & Training and Events Manager.

## 3. Purpose of the PDSAG

The purpose of the PDSAG is to provide advice, support, and recommendations to the CEO & Training and Events Manager on the development of appropriate and relevant Professional Development for Building Surveyors and allied professionals. AIBS Professional Development is delivered via the following formats:

- Online learning in various forms such as webinars and AIBSTV;
- Face to face training;
- Conferences & Professional Development Days;

## 4. Composition and Chairing

The Board shall appoint appropriately qualified and experienced AIBS members to form this Specialist Advisory Group.

The Chair of the Specialist Advisory Group is an AIBS Director and is appointed by the Board.

The Specialist Advisory Group will be comprised of the following members:

- Chair A current AIBS Director
- Deputy Chair AIBS Training and Events Manager
- Member NSW/ACT Chapter member



- Member QLD/NT Chapter member
- Member Victoria Chapter member
- Member TAS Chapter member
- Member SA Chapter member
- Member WA Chapter member
- Administrator AIBS Events Administrator

Should the Chair be absent from a meeting, the Deputy Chair will be Chair for that meeting.

The Board may appoint additional members where additional expertise might be required and is done at the discretion of the Board.

## 5. Term

The initial term of the Professional Development Specialist Advisory Group will commence on appointment by the Board until 31 December 2025.

Appointments of members following the initial appointment shall be for a two-year period commencing on the 01 Feb following the commencement of the term of the AIBS Board.

## 6. Conduct of Meetings

SAG members will be required to attend all meetings unless the Chair is notified. Meetings will be conducted virtually.

Meetings will be held monthly with an annual schedule developed and provided to SAG members.

The Technical and Policy Manager will provide a written report for each SAG meeting with updates from meetings attended, or information received that may assist the development of the Professional Development calendar. These items may include but not limited to jurisdictional, ABCB or Standards matters. The SAG may invite the Technical and Policy Manager to attend a meeting to discuss the report in detail if required.

## 7. Quorum

A quorum of at least half of the appointed SAG is required to constitute a meeting. A quorum of at least half plus one members of the SAG present at the meeting is required to approve any decisions.



## 8. Responsibilities

AIBS defines professional development as *“the systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the competent execution of professional and technical duties”*.

Professional Development is particularly important for Building Surveyors as their role involves having current knowledge of legislation, regulations and standards each of which is constantly changing.

AIBS professional development is not just limited to AIBS members, therefore the SAG is responsible for the identification and development of relevant content and presenters that will improve and broaden the knowledge and skill and the development of personal qualities for all Building Surveyors and associated Allied Professionals.

Once the SAG identifies and develops professional development topics and appropriate presenters, it is the responsibility of the AIBS Events team in the AIBS Office under the direction of the Training and Events Manager to deliver this professional development as appropriate.

## 9. Accountability

The Professional Development Specialist Advisory Group is accountable to the Board for the following:

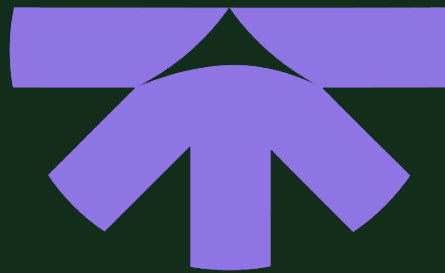
1. Maintaining confidentiality and integrity as a member of the SAG.
2. Respecting the professional views of other SAG members.
3. Acting in a professional manner at all times as a SAG member.
4. Ensuring regular attendance of meetings to ensure effective representation is achieved across all facets and to enable the delivery of a high-quality professional development program.
5. Responding in a timely manner to agreed actions to maintain momentum and to deliver against AIBS' objectives.



## Document Control

Author/s & Positions	AIBS CEO
Created Date	May 2024
Revised Date	
Distribution Usage	External & Internal
Board Approval/s	Approved at Board Meeting of 15 May 2024
Comments	

Version	Revision Date	Reviser	Revision Description
1.0	07 May 2024	CEO	First edition



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