

TERMS OF REFERENCE

for the Professional Development Sub-Committee of The Institute of Directors Jersey Branch (“IoD Jersey”)

1. Purpose/Mission Statement:

The Institute of Directors (“IoD”) is a membership organisation awarded a Royal Charter to support, represent and set standards for business leaders worldwide.

The IoD is represented globally through a network of branches, one of which is the IoD Jersey, which itself operates with a main Executive Committee which has a series of sub-committees.

The purpose of the Professional Development Sub-Committee of the IoD Jersey is to expand and develop professional development opportunities for directors and aspiring directors including the promotion of the IoD Certificate and Diploma Qualifications and Chartered Director accreditation.

2. Key functions/scope:

- To ensure regular communication between IoD and IoD Jersey on available professional development courses and agree local pricing strategy in conjunction with the Chair of IoD Jersey
- To act as the local contact for enquiries relating to Professional Development courses and provide appropriate guidance
- To ensure that the Executive Committee Members are aware of the Professional Development courses available and promote them within their sub-committees
- To provide feedback received by IoD Jersey to the IoD with regards to the delivery of the Professional Development workshops and review future delivery
- To promote the Professional Development suite of courses through social media; articles and editorials and through direct contact with organisations, offering both public and in-house options of delivery
- To support Executive Committee Members with recognition of IoD Jersey-led workshops and seminars for CPD recognition purposes
- To contact those delegates who have achieved Certificate or Diploma qualifications advising them of their opportunities to upgrade to the next level
- To promote Future Directors Programme for the next generation of directors and seek to deliver the programme in Jersey
- To review opportunities to deliver director level professional development with other providers subject to IoD approval

- To support the Chair of IoD Jersey with regards to Professional Development and participate, as requested, in relevant consultation calls with the IoD
- To assist the Branch Officer with enquiries regarding the IoD Professional Development suite of courses

3. Composition:

The Sub-Committee normally consists of at least three members, with the member appointed by the Executive Committee acting as Chair and one other member acting as Deputy Chair.

Two members will constitute a quorum, one of which must be the Chair. The functions are performed on a pro-bono basis for an initial three year term.

4. Meeting arrangements:

The Sub-Committee will normally meet on a two monthly basis, together with ad-hoc meetings, as required.

An agenda will be provided by the Chair and the minutes will be recorded by one of the members present.

Any output for review or decision will be in the form of a recommendation(s) to the Chair of IoD Jersey and/or the Executive Committee, where appropriate

5. Confidentiality and security:

The Sub-Committee must maintain all information securely, including any documents, contracts and templates, and be mindful of the relevant data protection requirements.

The Sub-Committee must keep all information strictly confidential at all times and this condition remains in force once a member leaves the Sub-Committee.

6. Review:

These Terms of Reference will be reviewed at least annually or as required.

5 October 2022