

**The Manitoba Association of Landscape Architects Inc.**  
a component organization of the Canadian Society of Landscape Architects

**Terms of Reference for the  
Continuing Education Committee**

The Continuing Education Committee shall be responsible for developing, promoting and monitoring continuing professional development opportunities for the MALA Membership.

The Committee shall:

- endeavor to provide a list of professional activities (courses, conferences, seminars, workshops, presentations, lectures, etc.) to meet the professional development needs of the MALA Membership, in partnership with allied organizations when deemed appropriate;
- attempt to identify and promote external continuing professional development opportunities that are relevant to the profession of landscape architecture;
- review the *MALA Policy on Continuing Education Program* during the trial 2 year term and at the end of each three year term after that. Recommend revisions to Council as required.
- endorse and monitor the submission of mandatory Continuing Education submissions by 1. full Members and 2. Associates who have been a member for 7 years or more, provided online in the "Members" area of the MALA website.
  - review submission summaries at the end of each term to ensure all full Members and 7-year Associates have submitted as per the requirements of the Continuing Education Program.
  - Conduct a random audit at the completion of the submission term at a rate of 5% of the Membership to whom the CE Program applies.

The Committee shall be comprised of no less than two persons, the Chair of which shall be a full Member. It shall include the MALA Associates Representative as a Committee member if possible.