

**INDEPENDENT MORTGAGE BROKERS ASSOCIATION OF ONTARIO, operating as
CANADIAN MORTGAGE BROKERS ASSOCIATION - ONTARIO**

Education and Professional Development Committee Terms of Reference

Mandate & Terms of Reference:

The Education and Professional Development Committee (“The Committee”) is a Standing Committee of the Board of Directors of the Independent Mortgage Brokers Association of Ontario, operating as the Canadian Mortgage Brokers Association – Ontario (“The Association”) established pursuant to Section 15.1 of Bylaw Number 1. The Committee is accountable to the Board of Directors.

The Committee’s purpose is to create in cooperation with staff, a yearly plan for the Association’s education and professional development programmes. The plan is to be submitted to the Board for consideration. The Committee shall provide input to the Finance Committee on education and professional development programming in relation to the development of the Association’s annual budget. The Committee shall plan the Association’s education and professional development programmes to improve the knowledge and skills of Students and Members. The Committee is responsible for developing content for the Association’s educational and professional development activities, including but not limited to the Mortgage Agent Course, symposiums, workshops, and conferences. The Committee shall assist the Association’s staff in sourcing and when applicable, training appropriate instructors for the programmes it develops. When practical, Committee members are expected to attend educational events to assist staff in their operation.

The Committee will report periodically to the Board and annually with respect to the activities of the Committee in compliance with this Mandate and Terms of Reference.

Membership:

Committee membership shall consist of no less than six (6) Members and shall have no more than ten (10) Members. The President and Vice President are ex officio members of the Committee pursuant to Section 15.3 of Bylaw Number 1. The Executive Director is a non-voting member of the Committee pursuant to Section 15.5. Where practical, the Committee shall consist of Members from across the province to ensure appropriate geographic representation. Committee members who have specific skills or knowledge will also be sought to ensure an appropriate knowledge base. The Chair of the Committee shall be a Director, who shall report to the Board of Directors on the Committee’s activities. Committee members shall be appointed by the Board of Directors annually.

The term of Committee members is not limited to a specific number of years. Should a vacancy arise on the Committee, the Board of Directors, in consultation with current Committee members, shall appoint a new member to fill the vacancy.

Meetings:

The Committee shall meet at least four (4) times per year. Meetings may be either in person or by teleconference.

Meetings of the Committee may be called on at least two days' notice by either the Chairperson.

Decisions shall be made by majority vote of the members in attendance at the meeting. In the event of a tie, the Chairperson shall cast a deciding vote. A majority of the members of the Committee shall constitute a quorum and the act of a majority of the Committee members present at any meeting at which a quorum is present will be the act of the Committee.

Mandate and Terms of Reference Document Review:

This Mandate and Terms of Reference shall be reviewed by the Committee as needed for adequacy and it may propose amendments to the Board of Directors for approval.