

**Terms of Reference
for the
Royal Architectural Institute of Canada

Task Group on the RAIC Syllabus
January 14, 2009**

1. Name:

Task Group on the RAIC Syllabus

2. Purpose

2.1 The purpose of the Task Group is to:

- review the RAIC Syllabus Program, its financial, operational and academic procedures, and to make recommendations to the RAIC Board of Directors regarding the future of the program.

2.2 The Task Group shall conduct any necessary research and consider the following in its work:

Academic issues, including but not limited to:

- standards which are equivalent to CACB accreditation standards,
- the need for linkages with University Schools of Architecture and other institutions,
- the opportunities for the provision of professional continuing education to architects,
- new distance education technologies.

Financial and funding issues, including but not limited to:

- a sustainable Business Case for the operation of the program
- revenue and initial sources of funding, such as Human Resources Development Canada (HRDC)

Operational and Human Resources issues, including but not limited to:

- administrative staff, premises and facilities,
- the role of architectural offices,
- academic and teaching requirements and staff

3. Task Group

3.1 The RAIC Board of Directors shall appoint the Members of the Task Group.

3.2 The Task Group shall complete its work and provide a written report and recommendations to the RAIC Board at its meeting of May 6, 2003.

4. Financial Control

- 4.1 The Committee shall adhere to the Financial and Accounting Policies of the RAIC and to the allocated budget for the Committee.
- 4.2 The RAIC shall be responsible for all costs of the Committee.

5. Operation of the Committee

- 5.1 Meetings shall be at the call of the Chair.
- 5.2.1 Business of the Committee shall generally be conducted by means of e-mail, facsimile communication and telephone conference call. Work shall be coordinated by the Chair of the Task Group.

6. Amendments to the Terms of Reference

- 6.1 Amendments to the Terms of Reference shall be made by the Board of the RAIC.