



CANADIAN ASSOCIATION OF  
HOME & PROPERTY INSPECTORS  
ASSOCIATION CANADIENNE  
DES INSPECTEURS DE BIENS IMMOBILIERS



## CAHPI Terms of Reference

Continuing Education Committee

*Drafted: 5Apr2024*

*Approved:*

### Name of the committee:

CAHPI Continuing Education Committee

*(Formerly: Education E-Learning Portal Committee)*

### Purpose:

The purpose of this committee is to develop CAHPI webinars and maintain e-learning portal content.

### Important duties and responsibilities:

1. Support identification of speakers and topics for weekly webinars (Jan – May)
2. Maintain and add to e-learning portal content.
3. Monitor budgeting, and develop any relevant policy & procedures.

### Estimated Time Commitment:

- 1-hr Meetings will be held as needed to advance the activities of the Committee.  
Meeting Frequency: Monthly (Jan - May)
- Email correspondence as needed.

### Composition and roles

Committee Chair will be a CAHPI Board Member and committee members can be populated with additional Board members and / or Members at large.

Committee efforts will be supported by CAHPI Staff.

### Annual objectives

Ensure that webinars are scheduled on a weekly basis between January and may each year. Continuously improve and add to e-learning portal content.

### Reporting details

Committee reports will be reviewed at the Board level.