



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



CAHPI Terms of Reference

CAHPI Education Committee

(Previously Conference Planning and Continuing Education Committees)

Drafted: 5Apr2024

Approved:

Name of the committee:

CAHPI Education Committee

Purpose:

The purpose of this committee is to develop and implement an annual education plan offering webinars, workshops, and the annual conference each year.

Important duties and responsibilities:

1. Maintain list of preferred topics and speakers
2. Identify topics and speakers for weekly webinars running January – April
3. Maintain and add to e-learning portal content.
4. Oversee planning for annual conference:
 - a. Develop conference educational programming (speakers and topics)
 - b. Support sponsorship efforts
 - c. Ensure conference format maximizes registrant experience.
5. Monitor budgeting and develop any relevant policy & procedures.

Estimated Time Commitment:

- 1-hr Meetings will be held bi-monthly to advance the activities of the Committee.
- 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 CAHPI members have access to a well-rounded educational plan for the year consisting of webinars, workshops, and the annual conference.

Ensure that all educational offerings generate maximum financial return and best possible registrant experience.

Reporting details

Committee reports will be reviewed at the Board level.