

Name	Professional Development and Recognition Committee (PD&RC)
Type	Standing Committee of the EARMA Board
Executive Office Support	Emma Lythgoe
Purpose	<p>The PD&RCs primary purpose is to make recommendations to the Board on;</p> <ul style="list-style-type: none"> • the suite of professional development opportunities provided by EARMA • actions to advance the recognition of research management and administration as a profession.
Scope	<ul style="list-style-type: none"> • To keep up to date with worldwide best practice professional accreditation within the area of research management and administration and advise the Board on same. • To monitor and promote discussion on professional development policy developments and make recommendations to the Board as appropriate. • To propose actions to the board to further the recognition of the RMA profession • To advise on the requisite standards of knowledge, skills, experience required and the programmes of education and training to be completed by research managers and administrators at all levels. • To develop and review the EARMA curriculum for professional accreditation. • To oversee that the system of review and evaluation of education, training, examinations, accreditation and student assessment is effective and appropriate. • To oversee the development, implementation and quality assurance of a model of continuing professional development (CPD) in the area of research management & administration. • Actively engage members, and national RMA-associations when appropriate, around Professional Development and the recognition of the RMA profession • To facilitate alumni at all career levels
Authority	The PD&RC has the authority to make recommendations to the EARMA board and to execute the tasks that are delegated to the PD&RC from the board.
Meetings	<p>The PD&RC will meet on a regular basis to complete their work.</p> <p>The majority of the PD&RC meetings will be virtual meetings via web.</p> <p>All committees will be required to write their own minutes</p> <p>Formal communications from the Standing Committees should be issued by the Chair of the Standing Committee to the Chair of the Board. The Chair of the Board will communicate to the Standing Committee the Boards decisions.</p>

Membership	<p>The PD&RC is comprised of a Chair and no more than six other members selected from current EARMA members.</p> <p>The Board appoints the Chair and members following an annual call for expression of interest from EARMA members.</p> <p>Members may be appointed for a one or two-year term.</p> <p>The Board determines the term of each appointment.</p>
Reporting	<p>The PD&RC should provide regular verbal reports as well as written reports for the Board on a quarterly basis.</p> <p>The Chair of the PD&RC should provide a written report on the committees work for inclusion within the annual report.</p>
Version	PD&RCV3_January 2021
Review	Reviewed on the 19th of February 2021. Next review due: September 2021