



Terms of Reference

1. Role/Purpose

The CPD sub-committee objective is to assist the PRINZ board and management by overseeing the the provision of good quality education content and professional development opportunities are provided for members.

2. Term

This ToR is effective from June 2025 until the conclusion of the current PRINZ Strategic Plan in December 2026 or when the Strategic Plan is superseded by the PRINZ board.

3. Membership

The curent CPD sub-committee will comprise:

- Ben Woodgates – Corporate Communications – Gallagher
 - Connie Smith - GM Communications & Engagement – Port Marlborough
 - Dee Crooks - General Manager – Brand and Communications – ProCare
 - Dominic Taffs - Internal Communications Specialist | CentrePort Limited
 - Lurna White – Director – GRC Partners + Porter Novelli
 - Bethany Cook – PR & Marketing Co-ordinator – PRINZ
 - Susanne Martin – Chief Executive – PRINZ
 - 1 x Fellow or Life Member to be added
- All members of the sub-committee must be full financial members or staff of PRINZ.
 - Any sub-committee members may resign from the sub-committee via written notice.
 - To avoid conflicts of interest, providers and facilliators of CPD courses or programmes are excluded from membership in this sub-committee although they can be called upon to provide insights and proposals to this sub-committee in an advisory capacity.

4. Roles and Responsibilities

The sub-committee will:

- Foster feedback and collaboration from members on what educational and professional development opportunities they feel are most sought after and deliver value for money for our members.
- Actively seek out recommendations from members and further afield on trends and subjects of importance that may be relevant to our membership
- Identify areas of further education that are not currently being catered for in the CPD portfolio.
- Review performance of current and previous PRINZ CPD offerings based on attendee feedback, financial performance and ease of co-ordination.
- Make recommendations to the PRINZ board on CPD direction and areas of improvement for the CPD portfolio.

- Handle all information shared amongst the sub-committee with confidentiality.

The sub-committee can expect:

- To be provided with timely and detailed information on the performance of current and previous CPD offerings.
- To be given ample opportunity to discuss, review and form opinions on the information provided
- To be provided reasonable time to make decisions based on the data provided
- Open, honest and confidential discussions
- Timely feedback from PRINZ board on their recommendations

5. Meetings

- All meetings will be chaired by the PRINZ Executive Committee member responsible for the CPD pillar of the strategic plan.
- A meeting quorum will consist of 5 members of the sub-committee
- Decisions will be made by consensus (ie. members are satisfied with the decision even though it may not be their first choice). If not possible sub-committee chair will make the final decision.
- Meeting agenda minutes and proposed outcomes including next actions will be provided by PRINZ management
- Meetings will be held quarterly for 1-2 hours via virtual technology (Teams or Zoom)

6. Amendment, Modification or Variation

The PRINZ Executive Committee reserves the right to amend, vary or modify these ToR in writing after consultation and agreement with the CPD sub-committee members.

Ratified by the PRINZ Executive Committee – May 2025

