



## Terms of Reference

### Education Abroad Professional Learning Community

#### 1. Background

CBIE's vision is to position Canada as a global leader in international education. Its mission is to be the national voice promoting Canadian international education on behalf of members by mobilizing expertise, knowledge, opportunity and leadership.

A key element of this mission is delivering valuable service to professionals and providing opportunities to learn and share. In order to do so, CBIE encourages and supports groups of member representatives who come together as Professional Learning Communities.

Professional Learning Communities (PLCs) are groups of international education professionals who wish to share knowledge, organize projects and activities, and enhance their competencies.

PLC membership is recorded in CBIE's member database which functions both as a register and a communications mechanism. PLCs may also communicate through LinkedIn or other channels, providing access to all interested CBIE member representatives and CBIE membership personnel, and to others based on clear and reasonable criteria (such as appropriate interest and engagement in an aspect of international education).

#### 2. Description

Education Abroad (EA) is a Professional Learning Community (PLC) of the Canadian Bureau for International Education (CBIE).

##### *Mandate*

- Facilitate the role of education abroad professionals at educational institutions across Canada.
- Create an informed and effective support network and forum of discussion amongst education abroad professionals.
- Speak on behalf of the Canadian education abroad community and their institutions for the purpose of providing information to CBIE that supports its advocacy efforts.

##### *Specific Objectives*

- Establish tools and resources that encourage the free exchange of ideas and information between professionals involved with education abroad programs at different institutions/organizations.
- Encourage the sharing of resources and best practices within the EA PLC community.

- Develop and/or promote education and training for education abroad professionals.
- Support research activities in the field of education abroad.
- Work cooperatively with agencies supporting student mobility.
- Identify and work to address the needs of those facilitating education abroad at our respective institutions.
- Initiate discussion on the development of support services for education abroad programs in Canada.
- Collect and disseminate information that aids with advocacy for financial support for education abroad initiatives.
- Support and promote the internationalization of Canadian campuses through education abroad programs.
- Raise education abroad (in Canada) to a high profile issue within our institutions and organizations, including CBIE and its partners.

*Sub-committees:*

The Education Abroad PLC is a global community that in coordination with CBIE will oversee sub-communities that have appointed leads. Sub-communities can be introduced at the request of members or by the global community leadership. Both global and sub-communities would have access to CBIE's membership platform and brand and can host in-person meetings during the conference and at regional meetings.

### **3. Summary of Activities**

The EA PLC will provide a written summary of activities to CBIE at the start of each calendar year.

The annual report will include, but not be limited to, the following:

- Members of the leadership team
- Membership numbers
- A summary of activities, including any events, workshops, and/or publications
- An appendix with minutes from annual and regional EA PLC meetings

### **4. Membership**

Membership in the EA PLCs is open to all international education professionals who are employed at CBIE member institutions. Membership is structured as follows.

*EA PLC leadership*

The EA PLC shall have two co-leaders. A call for nominations for EA PLC leadership will be circulated through the online community one month prior to the conference. New leadership will be elected at the in-person meeting at the conference.

If the number of nominated candidates does not exceed the number of available positions, a vote may not be held and CBIE may acclaim nominated candidates.

- Co-Leaders will have a mandate of two years, and will organize and contribute to the development and delivery of activities in a volunteer capacity
- Co-Leaders may also form standing committees, as required
- Co-Leaders and committee are employees of CBIE member institutions
- Co-Leaders and committee are selected by CBIE EA PLC members
- Co-Leaders and committee have voting rights within the PLC

#### *CBIE PLC members*

- Individuals from CBIE member institutions who join the PLC (recorded in the CBIE database)
- Access to and benefit from all communications, networks and activities
- CBIE PLC members have voting rights

#### *CBIE staff*

Provides support and liaises between this community, CBIE senior administration and the CBIE Board's Membership Relations Committee.

### **5. Community Resources**

CBIE will provide organizational resources to the community, including:

- CBIE Liaison support (and other personnel as needed)
- CBIE membership platform (The Hub), technology and brand
- CBIE translation services for TORs and any other formal documents or e-blasts
- Opportunity to submit occasional e-blasts to CBIE membership and posts on the CBIE blog
- Space and logistical support at annual CBIE Conference for community meeting and promotion/presentations for CBIE Regional Meetings
- Other resources as requested by the core community and as approved by CBIE

### **6. Amending the Terms of Reference**

Amendments to these TORs may be made from time to time pending agreement of CBIE.