



IRPA

Terms of Reference

Montreal Fund Committee

Objective

To provide oversight and recommendations on the management of IRPA's Montreal Fund, including recommendations on the amounts of funding to be made available to support attendance of young professionals from developing countries and/or countries without an IRPA Associate Society at IRPA International and Regional Congresses.

Membership

- Chair: The IRPA Treasurer
- Members: IRPA Executive Officer
- IRPA President
- One IRPA EC Member (optional)

Working Methods

- To periodically review Montreal Fund contributions and expenditures.
- To identify other sources and solicitation of monies to the Montreal Fund.
- To identify the amount of funding to be made available to International and Regional Congresses of IRPA.
- To review applications and select individual recipients of funding.
- To provide oversight of the Treasurer's management of the Montreal Fund.

The work of the Committee will be primarily via email, internet and telephone. The Committee may meet as necessary at EC meetings.

The Montreal Fund Committee will work openly under consideration of defined criteria. The following criteria will be used to help determine the priority for awarding funding to an individual:

- *Criterion 1: Is the individual a young professional?*
The Montreal Fund is intended to support primarily young professionals, who are in the early stages of their careers. It is not intended to support senior professionals, managers and administrators.
- *Criterion 2: Does the individual represent an underserved country/region?*
Does the individual represent an Associate Society in a developing country, or a country without an IRPA Associate Society?
- *Criterion 3: Impact on professional development.*

Will attendance at the requested conference make a significant contribution to the individual's professional development?

- *Criterion 4: Impact on the development of the RP profession in the individual's region.*

Will attendance at the requested conference assist the individual to improve RP practice in his/her home country and region of IRPA?

- *Criterion 5: Impact on the future of IRPA.*

Does the individual have the potential to become a significant contributor to IRPA programs in the future?

The Chairman will provide a written progress report to the IRPA Executive Council at least annually, normally one month prior to each IRPA Executive Council meeting. Interim status information should be provided on request of the IRPA Executive Officer or the IRPA president.

Approved by the IRPA President

Signed



Renate Czarwinski

Date: 24 June 2013