

Terms of Reference

Professional Development Task Force · GFOA Alberta

TASK FORCE
Professional Development

APPROVED
April 22, 2026

REVIEW
Annually by the Task Force

Purpose

The Professional Development Task Force fills an important gap in the current education and skills development market for municipal financial professionals and staff today. We provide advice to Administration regarding timely, accessible, affordable specialized training on financial management issues that are unique to local government. We recommend to Administration a dynamic, customized and flexible set of training resources directly and through partnerships with other educational institutions and professional organizations to make sure our members are knowledgeable and capable in meeting the needs of their municipalities.

Membership

A minimum of four GFOA Alberta members chosen by Task Force members and the Executive Director.

Selection of Chair & Vice Chair

To be selected at the in-person meeting.

Frequency of Meetings

- At the call of the Chair
- Meetings to be held in person, via conference call or other electronic means (as established by task force members)

Responsibilities

The responsibilities of this Task Force include the following:

- Investigate and deliver training needs required or requested by GFOA members and as directed by the Board
- Provide information to the membership regarding PSAB publications (exposure drafts), Provincial budget, Federal budget, Legislative Regulatory changes and Alberta Municipal Affairs financial issues
- Provide conference topics, speaker suggestions, scheduling and assistance to the conference organizing committee, as required
- Research new delivery methods for education opportunities
- Provide communication to the Executive Director and the Board on initiatives investigated
- Prepare annual budget recommendations to be provided to the Board by September 15th of each year
- Task Force Chair to provide an update to the Board once per year, at the fall retreat
- Task Force Chair to provide an annual report to the membership

Please note: The above may be subject to change as suggested by the task force and as approved by the GFOA Alberta Board.

Term

Task Forces are intended to be set for an indefinite period, although specific projects will be determined by the Executive Director and the GFOA Board, based on the nature of the Task Force.

The Terms of Reference will be reviewed annually by the Task Force. Any revisions must be presented to and approved by the GFOA Alberta Board.

Approval & Revision History

APPROVED	October 11, 2019 — Approved by the GFOA Alberta Board
REVISED	April 22, 2026 — Updated to incorporate the mandate of the Emerging Issues Task Force. The merger of the Emerging Issues Task Force into the Professional Development Task Force was approved by the GFOA Alberta Board, which authorized the Task Force to maintain its own Terms of Reference.