

AAA Education and Training Committee
Charter April 2020

PURPOSE

The **Education and Training Committee** has been established in accordance with Clause 13 of the AAA Constitution. The committee's purpose is to make recommendations to the Board as guided by its Terms of Reference.

TERMS OF REFERENCE

Under the co-ordination of the AAA Director/s, **the Education and Training Committee** is responsible for the following activities:

- 1) Identify and monitor the Association's education and training needs.
- 2) Develop strategies to provide relevant education and training.
- 3) Ensure consistent and relevant education and training.
- 4) Other issues as identified by the committee and/or raised by the membership and approved by the Board.

COMPOSITION

The committee shall comprise up to five (5) financial members of the Association. The preferred, but not essential, make-up of the committee is:

- two experienced educators
- two general members with relevant expertise and experience
- The AAA Board Director/s with responsibility for the portfolio

The committee 'Chair' shall be recommended by the committee from amongst committee members, and the appointment ratified by the Board.

The committee may be disbanded at the discretion of the Board at any time in accordance with the Constitution.

TERM OF OFFICE

The role, terms of reference, responsibilities and membership of the committee shall be reviewed annually by the Board in conjunction with the documentation of the annual budget. Maximum term for a committee member is 3 years.

RESPONSIBILITIES

The committee, in the exercise of its responsibilities, shall conform to the Constitution, and supporting Regulations of the AAA.



Neither the committee nor any of its members shall enter into any agreement and/or contracts that are binding on the AAA.

All action plans, rules, policies and protocols must be referred to the Board for adoption prior to implementation.

Where the committee needs to utilise National Office staff to carry out any Board approved new function or role, the Chair will discuss this with the CEO and AAA Director/s who will assign appropriate resources.

In accordance with policy, all inward correspondence including electronic communiques must be referred to the National Office in the first instance.

All formal outgoing correspondence including electronic communiques shall be signed by the President, CEO or the AAA Director(s) responsible, the contact person for further reference shall also be identified.

BUDGET

The committee will prepare and make submission to the annual budget process. The Chair must provide a report to the Board bi-annually as to the committee's financial position against budget. These reports are to be provided no later than 30 Nov and 30 April each year.

COMMITTEE MEETINGS

The Director/s responsible for the portfolio are the Board's representatives on the committee.

The committee will meet in person or by teleconference. The Chair, in consultation with the portfolio Director/s, will convene meetings of the committee. A quorum will be # Committee members.

All meetings /teleconferences will be minuted. The minutes of each meeting detailing activities undertaken and the management status of projects under the committee's responsibility will be forwarded to each committee member, Director/s responsible and the CEO within ten (10) working days of the meeting. The confirmed minutes of the committee meetings will be tabled at Board meetings and available to members.

ADDITIONAL WORKING PARTIES

The Charter as set out cannot be further delegated by the committee. However, this committee may recommend to the Board the formation of 'special purpose' sub-committees/working parties, the membership of which shall be authorised by the Board.

Such recommendations shall include proposed Terms of Reference and a financial budget.