

Terms of Reference

EDUCATION COMMITTEE (EdCom)

Committee Name

The committee shall be named the "Education Committee" and abbreviated to "EdCom."

Type

EdCom shall be a Standing Committee by authority of the Board of Trustees under the provisions of RPS By Law 19.

Purpose

The general purpose of EdCom shall be to 'review, challenge and champion' all work undertaken by the RPS in relation to education. The general purpose of the EC is to provide critical feedback and supportive advice on the strategic development and progression of all RPS education activities and initiatives for RPS members and non-member audiences.

Scope

EdCom shall undertake only those "Purposes" stated above unless further purposes are otherwise instructed, from time to time, in writing, by the Board of Trustees and only then for such time as may be prescribed by the Board of Trustees for those further purposes in that written instruction.

Authority

EdCom shall have authority delegated by the Board of Trustees to undertake those purposes detailed above. Under provision of By Law 19.2 EdCom may, with the approval of the Board of Trustees, create and administer one or more sub-committees, reporting directly to EdCom. Under provision of By Law 19.4, the Board of Trustees may dissolve EdCom at any time.

Membership

The members of Education Committee shall be:

- (1) Chair of Education Committee appointed by the process and for the term described in the "RPS Regulations for the Appointment of Committee Chairs";
- (2) seven volunteer members of the Education Committee, one of whom shall act as Deputy Chair (if the members of EdCom cannot decide which of their number shall serve as Deputy Chair, it shall be decided by the Chairs);
- (3) a Trustee nominated by the Board of Trustees;
- (4) two RPS staff members (usually the Director of Programmes and the Education Manager but decided by the CEO in consultation with the Chair of EdCom)
- (5) any advisers, specialists, or other staff members by invitation of the Chair of EdCom, on a meeting-by-meeting basis, as required.

Persons serving on EdCom under (2) above, shall serve for a period of three years (or less if the invitation of the Education Committee is withdrawn prior to completion of their three year term). Upon completion of their three year term on EdCom, any such person may be re-appointed to serve for a further three years if so invited by the Committee. There is no maximum number of years that a member may serve in this capacity save that they must be re-appointed triennially.

Meeting arrangements

EdCom shall meet three times per year, unless otherwise agreed by a simple majority of the members of EdCom and, in any event, a minimum of 14 days notice shall be required for the calling of a meeting of EdCom.

Meetings of EdCom shall be conducted under whatever mechanism is deemed appropriate for the effective and efficient execution of its purposes.

The proceedings of all meetings shall be minuted using conventional committee procedure. The approved minutes of meetings shall be deposited with the Chief Executive Officer for filing.

Quorum

The quorum shall be any three members of the Committee or half of the members of the Committee (rounded up to a whole number), whichever is the greater.

Reporting

EdCom shall provide a copy of Minutes of all meetings to the Board of Trustees via the Chair of Trustees or, if the Chair of Trustees has a conflict of interest, then via the Deputy Chair of Trustees. In the event that both the Chair and Deputy Chair of Trustees having conflict of interest, then via the Chief Executive. All reports to be formally lodged with the records of Board of Trustee meetings.

Resources and budget

All EdCom members and advisers are volunteers and no fees shall be paid in any circumstance. EdCom shall conduct its business via online video conferencing. In the event that the members of EdCom decide that a face-to-face meeting would be beneficial, then normal RPS expense approval and reimbursement procedures will apply.

Deliverables

EdCom shall deliver to the Chair of Trustees, as soon as practically possible, a report on any matter that has been considered by EdCom detailing any opinion or recommendations that EdCom feels should be presented to the Board of Trustees or is requested by the Board of Trustees.

Review

These Terms of Reference may be revised, amended or otherwise altered by the Board of Trustees. Any revision, amendment or alteration shall be notified in writing to the Chair of EdCom, or in absence of the Chair to another formal member of EdCom, at least 28 days prior to the date upon which such revision, amendment or other alteration shall take effect.

Ratified by Board of Trustees, 22 Nov 2021

Upon periodic review of these Terms of Reference, EdCom may petition the Board of Trustees, in writing to the Chair of Trustees, for a revision, amendment or other alteration to these Terms of Reference. The Board of Trustees shall be obliged to consider such petition as soon as practicable but, in any event, not more than 56 days from receipt of such petition by the Chair of Trustees. After consideration of the petition, the Chair of Trustees shall notify RepCom of the decision and confirm the detail of any revision, amendment or other alteration to these Terms of Reference.

Governing Authority

In the event of any error, omission or ambiguity in these Terms of Reference, or in the event of any dispute over the interpretation of these Terms of Reference, the Board of Trustees shall have full and final authority.
