

EDUCATION AND PROFESSIONAL DEVELOPMENT COMMITTEE

<i>TERMS OF REFERENCE</i>	
Last amended	25 July 2022
Board Endorsement	25 July 2022
Proposed Review Date	25 September 2025
Related Documents	ARMS Constitution. ARMS Bylaws. ARMS Strategic Plan. Terms of Reference for the ARMS Accreditation Council. Terms of Reference for the Member Services Committee. Terms of Reference for the Conferences and Major Events Committee. Conflict of Interest Policy.

1. BACKGROUND

Pursuant to section 12 of the ARMS Constitution and Bylaw 4, the Board has the power to create Standing Committees. The Board may also create other ad-hoc committees as required to support the delivery of high-quality benefits to ARMS members.

2. COMMITTEE INTERSECTION WITH THE ARMS BOARD AND THE ACCREDITATION COUNCIL

The Accreditation Council’s role is to provide quality assurance and to maintain the integrity of the Accreditation Program.

The Board’s role is to ensure that the program is viable and meets ARMS’ Strategy in accordance with its Strategic Plan.

The EPDC role is to oversee programs offered within the Professional Development Framework and to recommend new programs, review content when required and to monitor content to ensure currency.

The EPDC may also from time-to-time create a sub-committee of the EPDC to working party in respect of a specific matter.

3. PURPOSE

The Education and Professional Development Committee will oversee the development, promotion, operational management and delivery of the Society’s Accreditation Program (Foundation, Established and Advanced) and other professional development activities to serve the needs of the members.

4. SCOPE AND RESPONSIBILITIES

4.1 To identify and develop international best-practice professional development opportunities, including sourcing programs from sister societies and other education and training providers.

4.2 To provide advice and guide the implementation of the Society’s own Accreditation programs, recognising that the quality of delivery and assessment of these programs is the responsibility of the Accreditation Council.

- 4.3 To support the relevant Conference Program Committee as required in the assessment and oversight of topics for any Professional Development Workshop offered in alignment with in-person conferences and events.
- 4.4 To provide input as required and to work with the Members Services Committee on the delivery of appropriate professional development opportunities at the Chapter and SIG level.
- 4.5 To provide input as required to the Society's professional development awards programs and other programs.
- 4.6 To provide regular reports to the Board on education and professional development activities via the relevant Board liaison, and other reports as requested by the Board.

5. ESTABLISHMENT AND COMPOSITION

- 5.1 The Education and Professional Development Committee is a Standing Committee of the Society (Bylaw 4).
- 5.2 The Committee shall consist of a Convenor. This role shall be typically occupied by the appointed Board Liaison or any other persons appointed by the Board as deemed suitable. The Convenor shall also be the EPDC representative on the Accreditation Council.
- 5.3 The term of membership shall be three (3) years for no more than two (2) consecutive terms, i.e., 6 years maximum. This requirement may be waived where a need has been identified by the Convenor to co-opt a member for a period longer than six (6) years. This clause is enacted under exceptional circumstances only. Nominations will be considered against the following criteria:
 - a) More than five (5) years' experience in the research management profession.
 - b) A track record in delivery of professional development programs. This could include as a Training Fellows or Case Study Assessor in the Society's Accreditation program, the delivery of training and mentoring programs at a Chapter level, or the development of professional training in some other capacity outside the Society.
 - c) A willingness to commit the time required to the activities of the Committee.
 - d) Where possible, have a First Nations representative member.
 - e) Where possible, have representation from member regions outside of Australia.
 - f) Where possible, encourage gender diversity.
- 5.4 Nominees will be assessed against these skills and experience criteria by the Governance, Finance and Audit Committee of the Society, and if the number of nominees considered suitable exceeds the number of vacancies available then a ballot must be held. Otherwise, the suitable nominees will be deemed elected.
- 5.5 The Education and Professional Development Committee must comprise at least four members, but no more than nine members in addition to the Convenor, such that the committee has a maximum of ten members.
- 5.6 All Committee members must declare any conflicts of interest in accordance with the Society's [Conflict of Interest Policy](#).
- 5.7 All Committee members must be current financial members of the Society.

6. MEETING FORMAT AND FREQUENCY

- 6.1 Meetings will primarily take place by videoconference.
- 6.2 Committee members will attend at least 75% of scheduled meetings and not miss more than two (2) consecutive meetings without an apology. If a committee member is unable to commit to this level of participation, they will stand down as soon as this is known or at the discretion of the Convenor of the Committee.

6.3 Proxy delegations will not be permitted. If a member is not able to attend, comments should be directed to the Convenor prior to the meeting.

6.4 A meeting quorum shall be half of the Committee membership. When a quorum is not present no resolution may be made. However, members present may discuss matters and make recommendations which will then be reported to, and ratified by, the next meeting when the quorum is in attendance. Alternatively, items requiring urgent attention may be decided out-of-session via email circulation and recorded in the minutes of the meeting of the next scheduled meeting.

6.5 If necessary, extraordinary meetings may be held to address urgent matters.

6.6 The ARMS Executive Office shall provide dedicated secretariat support to the Committee.

7. ROLE OF CONVENOR

The Convenor shall receive secretariat support from the ARMS Executive Office. This support includes:

7.1 Assistance with scheduling and running of meetings.

7.2 Preparation and distribution of an Agenda for each meeting and formally document decisions and actions in Minutes.

7.3 Circulation of Minutes and papers to Committee members including storage of records centrally.

7.4 Preparation and submission of regular progress reports to the Board (via the Board Liaison).

7.5 Ensuring relevant information is made available to Society members through the website as required.

7.6 Regular liaison with Convenors of other ARMS Standing Committees, Networks and Special Interest Groups as required.

7.7 Induction to new Standing Committee members.

7.8 Chief Operating Officer of the Society will attend the MSC meetings on a need's basis.

VERSION CONTROL

Version	Date of Approval	Date for review	Circulation	Document owner
New Policy	16/11/2016	29/9/16	ARMS Board and EPDC Members	Executive Office
Updated	25 July 2022	25 September 2025	ARMS Board and EPDC Members	Executive Office
