Item 3.4b

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# **EDUCATION AND PROFESSIONAL DEVELOPMENT COMMITTEE**

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| *TERMS OF REFERENCE* | |
| Last amended |  |
| Board Endorsement | 5 September 2022 |
| Proposed Review Date | September 2025 |
| Related Documents | ARMS Constitution  ARMS ByLaws,  ARMS Strategic Plan  Terms of Reference for the ARMS Accreditation Council |

1. **BACKGROUND**

Pursuant to section 4.1 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.

1. **COMMITTEE INTERSECTION WITH THE ARMS BOARD AND THE ACCREDITATION COUNCIL**

The Accreditation Council’s role is 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.

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

# **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.

# **SCOPE AND RESPONSIBILITIES**

* 1. To identify and develop international best-practice professional development opportunities, including sourcing programs from sister societies and other education and training providers.
  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.
  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. To provide input as required and to work with the Members Services Committee on the delivery of appropriate professional development opportunities at the Chapter level.
  5. To provide input as required to the Society’s professional development awards programs and other programs.
  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.

# **ESTABLISHMENT AND COMPOSITON**

* 1. The Education and Professional Development Committee is a Standing Committee of the Society (Bylaw 4.4.1).
  2. The Committee shall consist of a Convenor who is elected by the members of the Committee and appointed by the Board.
  3. The Board may appoint any other member of the Board or the Executive Office to serve as liaison with the Education and Professional Development Committee.
  4. The Board will call for nominations from members to serve on the Education and Professional Development Committee on a rolling 2-year basis to allow for 50% renewal of Committee positions. Nominations will be considered against the following criteria:

More than five (5) years’ experience in the research management profession.

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.

A willingness to commit on average two (2) days per month to the activities of the Committee.

Where possible, have a First Nations representative member.

Where possible, have representation from member regions outside of Australia.

Where possible, encourage gender diversity.

* 1. 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.
  2. 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.
  3. All Committee members must declare any conflicts of interest in accordance with the Society’s [Conflict of Interest Policy](https://www.researchmanagement.org.au/governance).
  4. All Committee members must be current financial members of the Society.
  5. The Term of membership shall be two years for no more than two consecutive terms (i.e. 4 years maximum term). A member may be re-elected to the Education and Professional Development Committee following a period of at least one year outside the Committee. This requirement may be waived where a need, under exceptional circumstances, has been identified by the Convenor to co-opt a member for a period longer than four years.

# **MEETING FORMAT AND FREQUENCY**

* 1. Meetings will primarily take place by videoconference. When safe to do so one (1) in-person meeting per annum is allowed provided that expenditure is within the budget. Where possible, the Committee shall endeavour to align a face-to-face meeting with the ARMS annual conference or event to help reduce costs. Meetings will be chaired by the Convenor, or a member delegated by the Convenor.
  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.
  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.
  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.
  5. If necessary, extraordinary meetings may be held to address urgent matters.
  6. The ARMS Executive Office shall provide dedicated secretariat support to the Committee.

# **ROLE OF CONVENOR**

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

* 1. Assistance with scheduling and running of meetings.
  2. Preparation and distribution of an Agenda for each meeting and formally document decisions and actions in Minutes.
  3. Circulation of Minutes and papers to Committee members including storage of records centrally.
  4. Preparation and submission of regular progress reports to the Board (via the Board Liaison).
  5. Ensuring relevant information is made available to Society members through the website as required.
  6. Regular liaison with Convenors of other ARMS Standing Committees, Networks and Special Interest Groups as required.
  7. Induction to new Standing Committee members.
  8. Chief Operating Officer of the Society will attend the EPDC meetings on a need’s basis.

VERSION CONTROL

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