

EDUCATION AND PROFESSIONAL DEVELOPMENT COMMITTEE

<i>TERMS OF REFERENCE</i>	
Last amended	New Policy
Board Endorsement	16 November 2016
Proposed Review Date	16 December 2018
Related Documents	ARMS Constitution, ARMS ByLaws, ARMS Strategic Plan 2016-2018, ToR for Accreditation Council

BACKGROUND

Pursuant to ARMS Bylaw 4.1, the Board has the power to create Standing Committees pursuant to the Constitution. The Board may also from time-to-time create an ad hoc committee (**Ad Hoc Committee**) in respect of a specific matter. The EPDC may also from time-to-time create a 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 and Professional) 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 oversee the implementation of the Society's own Accreditation programs, recognising that the quality of content, delivery and assessment of these programs is the responsibility of the Accreditation Council.
3. To develop the content and oversee the delivery of the annual Conference Professional Development Workshop series.
4. To work with the Members Services Committee on the delivery of appropriate professional development opportunities at the Chapter level.
5. To oversee the Society's professional development awards programs.
6. To assist the Member Services Committee to deliver the Society's mentoring activities.
7. To provide quarterly reports to the Board on education and professional development activities, and other reports as requested by the Board.

ESTABLISHMENT AND COMPOSITION

8. The Education and Professional Development Committee is a Standing Committee of the Society (Bylaw 4.4.1).
9. The Committee shall consist of a Convenor who is elected by the members of the Committee and appointed by the Board.
10. 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.
11. 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 skills and experience 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 at least two days per month to the activities of the Committee.
12. 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.
13. 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.
14. All Committee members must declare any conflicts of interest in accordance with the Society's [Conflict of Interest Policy](#).
15. All Committee members must be current financial members of the Society.
16. 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

17. The Education and Professional Development Committee will meet on a regular basis such that the objectives of the Committee can be met.
18. Meetings will take place by teleconference or skype/zoom. As a minimum, one face to face meeting per annum is permitted provided that expenditure is within the budget. Where possible, the Education and Professional Development Committee shall endeavour to align a face to face meeting with the ARMS annual conference or event. Meetings will be chaired by the Convenor or a member delegated by the Convenor.
19. Committee members will attend at least 75% of scheduled meetings and not miss more than two 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.
20. Proxy delegations will not be permitted.
21. A meeting quorum shall be half of the Education and Professional Development 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.

22. If necessary extra-ordinary meetings may be held to address urgent matters.
23. The ARMS Executive Office shall provide dedicated secretariat support to the Education and Professional Development Committee.

ROLE OF CONVENOR

Specific responsibilities of the Convenor on the Education and Professional Development Committee, with support of the ARMS Executive Office secretariat, include:

24. Schedule and run regular meetings;
25. Prepare and distribute an Agenda for each meeting and formally document decisions and actions in Minutes with dedicated support from the ARMS Executive Office;
26. Circulate Minutes and papers to Committee members and ensure records of the Committee are stored centrally by the ARMS Executive Office;
27. Develop an annual Operational Plan and budget, and monitor progress and expenditure as approved by the ARMS Board;
28. Present regular progress reports to the Board;
29. Ensure relevant information is made available to Society members through the website;
30. Regularly liaise with Convenors of the other Standing Committees and Special Interest Groups as required;
31. Liaise with Chapter Convenors on specific matters as required; and
32. Provide an induction to new Committee members.
33. The Chief Operating Offer will attend the EPDC meeting on a needs basis.

VERSION CONTROL

Version	Date of Approval	Date for review	Circulation	Document owner
New Policy	16/11/2016	29/9/16	ARMS Board	Executive Office

