TERMS OF REFERENCE

Education Committee

Purpose
The Education Committee was introduced during the second half of 2015 as part of the governance review undertaken during 2014-15. The role of the Education Committee is to:

- Support the vision and objectives of the Society.
- Develop a national education strategy including an annual program of events.
- Coordinate the delivery of education that is relevant to member education needs, using innovative media where appropriate.

Committee structure
The Committee is a skills-based committee and places on the committee are assigned using an Expression of Interest process. The committee consists of RSA members as follows: a representative from approximately two branches, a NEN representative, a member with an interest in emerging technology, and members with interest in renal education. The committee consists of 6-8 members.

When considering nominees, it is expected that the Committee gives due consideration to representatives who are attending the annual conference where a face-to-face meeting of the Education Committee will be held, as funding will not be provided.

The Board may nominate a Director to sit on the Committee in a co-opted role if appropriate.

Key service providers to the Society may also attend and participate in Committee meetings, as well as provide secretarial support as required.

Reporting
The proceedings of all meetings of the Committee will be documented and presented on the agenda of the next Board meeting.

Meeting Frequency
The Education Committee will meet at least quarterly, including a face-to-face meeting held in conjunction with the annual conference. Committee members may be required to meet in smaller working groups outside of the formal committee meetings to progress projects.

Authority / Decision Making
- The Committee is formed under the auspices of the Society’s Board of Directors to develop and coordinate education content and delivery that aligns with the education needs of members.
- The Committee Chair will prepare an annual budget, incorporating revenue streams, meeting expenses, (including teleconference facilities), software licensing and other relevant expenses.
- The Committee does not have the authority to execute contracts independently.
- The Committee is able to make recommendations to the RSA Board in relation to education initiatives although it has no authority to enforce decisions.
- Decision process – by consensus, in conjunction with the Board.