

Education Working Group

Terms of Reference

1. Mandate

The Education Working Group serves to develop, enhance, co-ordinate and advise the AC Forum Board on the educational activities of the association.

2. Objectives

- To establish the educational needs of the Association's members and use this to provide advice to the board and inform the provision of education activities;
- To develop and coordinate the Association's Annual Meeting programme;
- To develop, or advise upon, educational activities led by AC Forum, including workshop and webinar options.

3. Membership

All participants must be staff from an AC Forum member, coming from different membership societies. It will consist of:

- AC Forum Board Education Officer, who will chair the group
- One other Board member
- Up to 6 additional members
- The President may attend ex officio

Members will bring knowledge and skills in assessing education needs, developing and implementing programmes to address needs and strategic priorities, and innovative education solutions to meet the diverse needs of members and reflect the diversity of key functions and services delivered across associations.

4. Term of Office

The term of office of a member is two years, following which s/he can be reappointed for one additional successive term.

5. Reporting Relationships

The Education Working Group reports to the AC Forum Board. The Working Group will provide written reports and presentations to the Board. All educational activities will be approved by the Board.

6. Meetings

The Working Group will meet at least three times a year via teleconference, and in person at the time of the Annual Meeting. The agendas for these meetings will be set by the Chair, with input from Working Group members, and circulated at least one week in advance of the meeting. The work of the group will be supported by the AC Forum Secretariat Manager.

7. Financial Arrangements

No Working Group member shall be remunerated as a Working Group member.