

## **1. Mandate**

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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**

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- 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**

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

- AC Forum Education Officer, or another designated representative of the Board, who is the Education Working Group Chair
- up to one additional AC Forum Board member;
- up to six additional members from AC Forum member organisations;
- the President and Past President or President Elect are ex officio members of the committee.

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**

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The AC Forum Education Officer, or another designated representative of the Board, serves as Chair of the Education Working Group for the duration of his/her tenure as Education Officer or the term decided by the Board.

The Board appoints a Board member to the Education Working Group for a period of up to two years. At the discretion of the Board, an individual may be appointed for one additional two-year term, subject to continuing to be a Board member.

The Board appoints up to five individuals from AC Forum member associations for up to two years based on the applications received, following which s/he can be reappointed for one additional successive term.

## **5. Attendance of Staff/Others at Meetings**

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The President and/or President Elect has the right to attend and speak at any Education Working Group meetings.

The Chair may request the attendance of full AC Forum Board as appropriate.

The AC Forum Association Manager attends the meetings in the capacity of administrator.

## **6. Secretariat Support**

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Secretariat support including drafting and circulation of agenda papers will be provided.

The secretariat will maintain a written record of each meeting (meeting notes). This will record only decisions, actions, recommendations, and the rationale for them, and will not constitute a verbatim record of the discussion.

The draft meeting notes will be circulated to members of the committee within two weeks of the meeting for confirmation.

## **7. Communication and Reporting**

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

## **8. Meetings**

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The Education Working Group will meet at least three times a year. The agendas for these meetings will be set by the Chair, with input from Education Working Group members, and circulated at least one week in advance of the meeting.

## **9. Working Methods**

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The Education Working Group will work remotely using email, videoconferencing, online meetings, or any other technology as needed, to enable fair and reasonable consideration of any matters. All documents will be available to Education Working Group members in electronic format. Information contained in documents is confidential to AC Forum staff, members of the Education Working Group and the Board.

## **10. Conflict of Interest**

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Members of the Education Working Group must comply with AC Forum conflict of interest policy. Members must declare any matters that may create a conflict of interest or bias at the start of each meeting and at other times as required by policies.

## **11. Limitation on Powers**

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The Education Working Group may not co-opt individuals onto the working group without the specific agreement of the Board.

The Education Working Group may not make recommendations to the General Assembly without the express approval of the Board.

## **12. Financial Arrangements**

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No member of the Education Working Group shall be remunerated as a working group member.

Version: 2.0

Status: Final

Date: January 2024