

## **ACA Education & Training Committee Charter**

### **SCOPE**

The Education & Training Committee (E&TC) is responsible for ensuring that the ACA provides education and training that delivers the professional development needed by ACA members. E&TC will support the vision and goals of the Association as defined by the Association's strategic plan.

### **OBJECTIVES**

The objectives of E&TC are to ensure that the content of Education & Training courses delivered by the Association are consistent with the aims and objectives of the Association and to provide technically sound information and resources to meet the diverse interests of the membership and other persons interested in the science and technology of corrosion and corrosion control.

### **MEMBERSHIP OF EDUCATION & TRAINING COMMITTEE**

E&TC shall have five voting members: the Chair and four voting members appointed by the ACA Board. The Chair of E&TC shall be a Director of the ACA and will be appointed by the Board.

All E&TC members shall serve for a term of three years with an option for up to a further two years as approved by the Board. Members wishing to re-join the committee may reapply after a one year break.

All E&TC members must be Association members in good standing.

### **RESPONSIBILITIES OF EDUCATION & TRAINING COMMITTEE**

Responsibilities of E&TC include:

- E&TC shall ensure that existing training courses and requests for new course development are free of conflict of interest and technically sound.
- E&TC shall review and recommend proposals for new training courses.
- E&TC shall ensure existing course content is regularly reviewed (minimum every three years).
- Assist ACA to achieve the objectives that relate to training set out in its strategic plan.
- E&TC will advise and recommend to ACA staff the criteria for attaining and maintaining ACA lecturer status. ACA staff will manage the lecturer application, approval, and advancement processes and procedures, and will seek consultation from E&TC when necessary.
- E&TC will work with staff to develop policies, agreements and other documentation required to support Education & Training. All policies and agreements will be reviewed biennially.
- E&TC shall advise the ACA Board of activities within its assigned areas of responsibility. E&TC will implement reporting requests made by the Board to E&TC and will forward all reports and requests to the Board through the E&TC Chair.
- Administer the ACA Certification Scheme review procedure, requirements and applications for Corrosion Technicians and Technologists.

## **TASK COMMITTEES**

Task (non-voting) committees may be appointed by the Chair of E&TC to carry out specific tasks. A task committee must be chaired by a member of the E&TC. All task committee members must be members in good standing of the Association. By definition, task committees have a finite life and shall be disbanded when the assignment is completed.

## **MEETINGS**

E&TC shall meet at least quarterly (four times per year including at the annual conference) with additional meetings called as necessary.

The E&TC Chair shall develop meeting agendas in conjunction with ACA staff which will be distributed prior to any scheduled meeting.

Meeting minutes shall be recorded by the Association staff liaison and distributed to all E&TC members after approval by the Chair.

## **VOTING PROCEDURES**

A quorum is defined as over 50% of the voting members. Quorums are required for valid votes at E&TC meetings.

Issues shall be decided by a simple majority vote of the voting members present.

Official committee voting is allowed via e-mail balloting. Ballots received after the deadline will not be counted.

## **RESPONSIBILITIES**

The Chair of E&TC is responsible for conducting the affairs of E&TC at and between meetings, for scheduling meetings, for developing the agenda and approving minutes of meetings.

Committee members have the following general responsibilities:

- Provide general oversight, review and approve technical content consistent with the activities and responsibilities contained in the terms of reference,
- Form and implement strategies to support the committee's objectives,
- Provide input to organisational policy decisions as they directly relate to ACA's vision with respect to Education & Training,
- Provide advice to enhance education quality, and
- Provide ethical accountability.

ACA staff are responsible for the following functions:

- Operations and resource management;
- Management of the ACA lecturer application process; lecturer contracting, quality, training, and disciplinary issues (including termination);
- Selection, hiring, and oversight of course development contractors, including subject matter experts (SMEs);
- Logistical support; business and financial procedure management;
- Operational policy decisions as they relate to the Associations internal functioning;

- Internal communications;
- Implementation plans and education program budgets;
- Marketing of courses; agenda and administrative support;
- Advice and counsel to the committee; and
- Implementation of program improvements.

Committee and staff member shared responsibilities:

- Committee members and staff work together on such functions as prioritizing and vetting ideas,
- Interpreting policy within guidelines,
- Planning and implementing the plans,
- Developing agendas; and
- Providing committee management.

### **BOARD REPORTING**

At least two weeks prior to any Board meeting, the Executive Officer in consultation with the E&TC Chair shall submit a written report to the Board concerning activities with the E&TC's assigned areas of responsibility at each Board meeting.

### **REVIEW & VERSION CONTROL**

The E&TC Terms of Reference is to be reviewed by the E&TC every three years and submitted to the Board for ratification.

| <b>Version</b> | <b>Reviewed By</b>             | <b>Review Date</b>         | <b>Approved By</b>   | <b>Date Approved</b>       |
|----------------|--------------------------------|----------------------------|----------------------|----------------------------|
| 1.0            | Education & Training Committee |                            | Operations Committee | 14 <sup>th</sup> June 2014 |
| 1.1            | Education & Training Committee | 13 <sup>th</sup> June 2017 | Board                | 28 <sup>th</sup> June 2017 |