

Education Committee

Terms of Reference

MEMBERSHIP

- Education Lead (Chair)
- Supported by one other General Committee member (Education Support)
- Single representative from each UKCPA Committee. Ideally, this should be a nominated person who will be able to attend all meetings in a given time frame, for continuity purposes.
- Invitees: Chair or representative of the Quality Assurance Panel; other person, expert or consultant as deemed appropriate.

ROLES & RESPONSIBILITIES

- To set and review singular education strategic plan
- To manage education development across all UKCPA group committees
- To review group committees' activity against strategic plan
- To contribute and make decisions on the planning and programming of flagship educational events
- To ensure educational standards, policies and procedures are adhered to throughout the organisation, taking advice from the Quality Assurance Panel
- To investigate options and costs to deliver strategic plan, and to set a business plan for operationalising strategy
- To apply to the Finance & Governance Committee for approval of budget
- To report budget management to Finance & Governance Committee
- Education Lead to attend and report to General Committee

To be reviewed every 12 months.