



## **Charter of the Education Committee**

### **1. PURPOSE**

- 1.1 The Committee shall operate as an executive standing committee of the GCC BDI (i.e. it is NOT a board committee).
- 1.2 The Committee shall oversee all matters concerning certificated training and education activities of the GCC BDI aimed at the promotion and achievement of the objectives and such related matters as may be referred to the Committee by the Executive Director within the limits of the powers and duties as specified herein. It will not oversee the management of non-certificated training, education and conference activities.
- 1.3 In the event that any activity of this Committee is unforeseen or not specified in this Charter, the extent of the powers and duties of this Committee shall be determined by the chairman of this Committee in consultation with the Executive Director.

### **2. AUTHORITY**

- 2.1 The Committee has authority to conduct any matters under the scope of its responsibility and is empowered to oversee the management of all certificated training workshops and events. It will not oversee the management of non-certificated training, education and conference activities.

### **3. COMPOSITION**

- 3.1 The Committee shall be appointed by the Executive Director for a term of 3 years. A member may be reappointed for one additional tenure.
- 3.2 The Committee shall comprise of not more than five GCC BDI members, one of whom shall be the Executive Director.
- 3.3 Members of the Committee shall not be permitted to appoint alternates or proxies to act in their stead
- 3.5 The members of this Committee shall, as soon as possible after their appointment, nominate one of their number to act as the convenor of the Committee and to preside over their meetings as the Chairperson.

#### **4. MEETINGS**

- 4.1 In carrying out its functions the Committee shall meet as often as is necessary upon being convened by the duly appointed convenor.
- 4.2 The quorum of meetings of the Committee shall be one half, or the nearest number thereto, of its membership
- 4.3 The Board Secretary shall serve as the Secretary of the Committee
- 4.4 Minutes shall be kept of all proceedings of the Committee and be retained in the minute book.

#### **5. RESPONSIBILITIES**

The Committee will carry out the following responsibilities:

- 5.1 The Committee will consider and approve the certificated courses events.
- 5.2 The Committee will review the course fee structure and provide advice on this matter to the Executive Director.
- 5.3 The Committee will be informed by the Executive Director of status and progress associated with the application for accreditation of the education and training events by the relevant education regulators and authorities.
- 5.4 The Executive Director will undertake the marketing of the education and training event, including advertising and media releases and report progress periodically to the Committee.

#### **6 Reporting Responsibilities**

- 6.1 The Executive Director will submit a quarterly report to the Committee
- 6.2 The Committee will regularly report to the Board of Directors about Committee activities and issues that rise with respect to the accredited training and education activities of the GCC BDI
- 6.3 The Committee will report annually to the members, describing the committee's composition, responsibilities and how they were discharged, and any other information required.

#### **7. Other Responsibilities**

- 7.1 Perform other activities related to this charter as requested by the board of directors.
- 7.2 Review and assess the adequacy of the committee charter annually, requesting board approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
- 7.3 Confirm annually that all responsibilities outlined in this charter have been carried out.
- 7.4 Evaluate the committee's and individual members' performance at least annually.

The mandate includes:

- Oversee the marketing of the Director Development Programme

- Approve and monitor the applications and admissions processes
- Oversee the programme participant induction process
- Approve and monitor the registration processes
- Approve and monitor the Director Development Programme participant complaints procedures
- Approval of appropriately qualified facilitators, educators and trainers
- Approve and monitor all training facilities that the GCC BDI uses
- Oversee the completion rates of all parts of the Director Development Programme
- To collate and report information concerning Education Operations to the Education Committee