

1. Purpose

- 1.1. The Education Committee (the Committee) shall operate as a standing committee of the GCC Board Directors Institute (the GCC BDI) (that is, 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 CEO within the limits of the powers and duties specified herein.
- 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 chair in consultation with the CEO.

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 CEO for a term of three years. A member may be reappointed for additional terms.
- 3.2. The Committee shall comprise of not less than five GCC BDI members, one of whom shall be the CEO.
- 3.3. The members of the Committee shall, as soon as possible after their appointment, nominate one of their number to act as the chair of the Committee.

4. Meetings

- 4.1. The Committee shall meet as often as is necessary.
- 4.2. The quorum of meetings of the Committee shall be one half, or the nearest number thereto.
- 4.3. The Board Secretary or their delegate 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

- 5.1. Overseeing the completion rates of all parts of certification programmes.
- 5.2. Acting as a sounding board for management on certification related programs, and on occasion, other programming, including content and changes.
- 5.3. Being informed on the status of certification programmes.
- 5.4. Approving and monitoring applications and admissions policies as needed.
- 5.5. Reporting to the Board of Governors about committee activities and issues that arise with respect to accredited training and education.

6. Review

This charter will be reviewed at least every three years.

Management has authority to make changes to this charter that do not impact on the substance of the charter, including, but not limited to, those of an administrative nature.

Version control

Version number	Approving body, date reviewed and approved	Next review date
9	Education Committee: 2 September 2025	October 2028