

Role

The Education Advisory Committee (the Committee) is an advisory committee of Strata Community Association (SCA (Vic)). The Committee recommends educational initiatives to the SCA (Vic) Board that align with the SCA (Vic) Strategic Plan.

Purpose

Identify and develop the training needs of members to increase their industry understanding and enhance their knowledge and skillset by developing the content for professional development of members, in accordance with the SCA (Vic) Strategic Plan for recommendation to the SCA (Vic) Board.

The Committee's key roles include (but is not limited to)

- Develop CPD education across all programs that are affordable for all members and allow attainability to achieve the level of CPD points required.
- Identify initiatives that assist the Secretariat to increase member participation in established education pathways (SMPS, accreditation)
- Assist the Secretariat in developing program content and identifying speakers and topics for educational webinars, workshops and in person events whilst adhering to timelines and budgets for recommendation to the SCA (Vic) Board for adoption:
 - Minimum of 12 webinars annually (by 8 weeks prior to each event)
 - Symposium (by 3 months prior to event)
 - Law Forum (by 3 months prior to event)
 - Principals Retreat (by 3 months prior to event)
 - Minimum of 6 other in person educational workshops/roundtables (by 8 weeks prior to event)
- Review feedback from completed educational activities and consider for future program development.
- Identify required educational resources and assist in development, ie. new best practice guidelines, course content, fact sheets, training videos for recommendation to the SCA (Vic) Board.
- Review current educational resources and make relevant revisions, ie. best practice guidelines, fact sheets, classification of training level.
- Keep abreast of relevant training and courses held by other organisations and ensure SCA continues to deliver the most relevant strata related training.
- Support and participate as required in national education initiatives.
- Assist in development of resources to help members develop and improve soft skills such as self-confidence, resilience, self-worth and empowerment.
- Provide recommendations and feedback as required to the Board on education related matters.
- Facilitate diversity of speakers and education topics

The organisation and management of all events is executed by SCA (Vic) staff and is not the responsibility of this committee.

The SCA (Vic) Board is ultimately responsible for adoption/approval of all educational activities.

Responsibilities of Committee Members

Committee members must:

- protect all confidential information from unauthorised access;
- declare any conflicts of interest;

- keep all material, correspondence and discussions of each SCA (Vic) Committee, subcommittee and working group confidential;
- be available for meetings and review email correspondence;
- prepare for meetings by familiarising with materials circulated in advance of each meeting;
- be prepared to participate in working groups created by the Committee on specific projects;
- attend at least 75% of all scheduled meetings; and
- be willing to assist in facilitating events if required.

Composition and Tenure

- There will be a maximum of 10 committee members. Committees are permitted to appoint temporary members if required.
- The maximum number of Board members on the committee is not to exceed 50% of the total number of Board members
- Members are appointed by the SCA (Vic) Board and are to be representative of the membership of SCA (Vic) and be competent to fulfil the role as described above. The SCA (Vic) Board has the right to refuse or remove any individual member.
- The Chair or Deputy Chair shall be a Board member to enable direct reporting to the Board.
- Over 50% of the total members of the advisory committee are required for a quorum at a meeting.
- Except in cases where a member resigns or is removed by the SCA (Vic) Board, members will remain on the Committee until the date of the next Annual General Meeting.

Code of Conduct

Members are expected to adhere to the SCA Code of Conduct as well as:

- listen, keep an open mind and be constructive;
- participate, ask questions and give feedback;
- ask for clarification should it be required;
- give everyone a chance to speak;
- have an opinion; a healthy debate is welcomed; and
- be prepared to carry out all majority decisions of the Board and promote those decisions to all stakeholders.

Meetings

- Meetings will be scheduled and convened by the SCA Secretariat.
- Meetings will be held a minimum of four times per year and as required and will proceed on the basis of a circulated agenda.
- The timing of meetings will be determined by the Convenor in consultation with committee members.
- Decisions of the committee will be made on a majority basis.
- Minutes of meetings will be provided to committee members within 7 business days of the meeting and will also be made available to the SCA (Vic) Board.
- One volunteer CPD point will be provided for each committee meeting until the maximum is reached.

Terms of Reference

Education Advisory Committee



Committee Member Recruitment, Resignation & Removal

Should a member no longer wish to participate in the Committee, they are requested to resign in writing to the SCA (Vic) office addressed to the convenor of the Committee.

It is a majority decision of the Committee to decide if a vacancy on the Committee is to be filled at the next scheduled meeting.

Removal of a committee member is a decision that will be made solely by the SCA (Vic) Board.