

NZOPA
Education Sub-committee

TERMS OF REFERENCE

1. Authority for the Group

- This is determined by Executive Committee

2. Purpose

- **To develop a work programme each year to meet the learning and development goals set by the Executive in the strategic and planning business plans**

3. Delegated Authority

- The Education Lead will report to and be a member of the Executive Committee

4. Duties / Scope

- Plan and Run training courses
- Promote and support CPD
- Put together the Clinical Programme for the annual conference
- Manage on-line learning
- Assess courses
- Provide accreditation committee with recommendations for individual member accreditation
- Wherever possible, cost to members is minimised through obtaining of sponsorship opportunities;
- A range of training options is provided that meet the needs of members as identified by Certification requirements and member surveys;
- Will Liaise with the Conference, Technician, Website and Accreditation Sub-committees
- All decisions are approved by the Executive prior to incurring expenses;
- Criteria developed by the Executive to evaluate and approve speakers, course content and sponsors is followed;
- Financial transactions are administered through the Executive.
- Members are given sufficient notice of the Training programme to enable them to attend and or receive approval from their employers

5. Membership

- The President or their deputy(Executive Lead Education); and
- Orthotic Representative
- Prosthetic Representative
- Sub-Committee members may attend Executive meetings but do not have the right to vote.

6. Quorum

The Group shall be deemed quorate if there is representation of 3 members:

7. Meetings

- Meetings will be 2 monthly and will last for no longer than 1 1/2 hours.
- Attendance will be a priority for all members.
- Meetings will start and finish at the agreed time.
- Action notes will be circulated within 2 working days.
- Papers will be circulated at least two working dates before the meeting.

8. Conduct of business

- The conduct of business will conform to duties defined in these Terms of Reference.

9. Equality statement

- The committee will ensure that these Terms of Reference are applied in a fair and reasonable manner that does not discriminate on such grounds as race, gender, disability, sexual orientation, age, religion or belief.