

COMMITTEE TERMS OF REFERENCE

Learning Committee

1. Status

The Learning Committee reports and is accountable to the AGCAS Board of Directors.

2. Purpose

The principal aims of the Committee are to:

- 2.1. Oversee the fulfilment of the AGCAS strategy in areas of learning affecting the careers profession and wider society.
- 2.2. Define current learning needs and anticipate future needs in order to identify key areas of Professional Development for all members
- 2.3. Champion and promote commitment to Professional Development in the key areas
- 2.4. Develop the strategic plan for Professional Development to ensure that our programmes and interventions are relevant, effective, accessible and sustainable
- 2.5. Ensure that the Committee's activities meet the charitable objects of the articles of association
- 2.6. To ensure that the Committee's activities support AGCAS strategic objectives

3. Key Responsibilities

In support of its purpose the committee will:

- 3.1. Oversee and support the development and delivery of the AGCAS Learning programme
- 3.2. Ensure and enable that:
 - 3.2.1. The AGCAS Learning offer is appropriate, high quality, independent and focussed on developing the knowledge, skills and confidence of careers and employability staff of all member institutions
 - 3.2.2. AGCAS undertakes research and consultation with members and other stakeholders to ensure that our learning interventions are addressing current and future development needs

- 3.2.3. AGCAS implements a variety of approaches to delivering professional development interventions, taking advantage of technological and pedagogical innovation to increase the accessibility and flexibility of our learning offer
 - 3.2.4. AGCAS draws upon the appropriate pool of expertise in the development of learning interventions, involving all relevant committees and member groups in an inclusive manner
 - 3.2.5. The impact of learning interventions is assessed in a way that enables AGCAS to demonstrate the value to members of professional development
 - 3.2.6. AGCAS Learning is not inappropriately influenced by any special interest
- 3.3. Establish and/or work with groups to address Learning needs that may include:
- 3.3.1. Short term Learning Working Parties examining a specific topic on behalf of AGCAS
 - 3.3.2. Task Groups either identified by the AGCAS Trustee Board or convened by it to work in a particular subject area, to develop long term Learning capability in areas of significance to AGCAS' mission
- 3.4. Establish and operate procedures to ensure:
- 3.4.1. Ad hoc and timely Learning interventions may be produced in line with established policies and budget
 - 3.4.2. Trainers in areas of strategic importance are identified, managed and equipped to represent AGCAS
 - 3.4.3. Guidelines for Trainers engaged in the provision of Learning on behalf of AGCAS are issued and acceptance is recorded
 - 3.4.4. An Annual Review of the effectiveness of the Committee in connection with the principal aims is provided to the Board of Directors;
 - 3.4.5. A review half way through each financial year of plans, activities, budget and actual spend of AGCAS in connection with the activities overseen by the Committee is provided to the Board of Directors;
 - 3.4.6. An annual assessment of risk elements relevant to the remit of the Committee.
- 3.5. Learning Committee will be responsible for ensuring that all its members receive appropriate training as prescribed by the Board of Directors from time to time.

4. Strategic Planning and Management

The Committee will produce an annual activity plan supporting AGCAS' one-year operational plan. It will review achievements against this plan at the end of each annual cycle.

5. Constitution and Membership

The Chair of the Committee will normally be the AGCAS Director with responsibility for Learning. Other appointments will be based on nominations [from the membership] and can include nominees from other AGCAS Committees and groups which will include but will not be limited to:

- Devolved nations and Regional Heads Groups

These appointments will be subject to approval by the Board of Directors.

5.1. Membership of the Committee shall comprise:

- Learning Director (Chair)
- A member of the senior management of AGCAS, nominated on the advice of the Executive Director
- Up to 10 other members, with a minimum of 6, of whom the majority should be Full Members of AGCAS. Such members will include representatives from other AGCAS Committees and groups and may include those co-opted by the Chair. Chairs of the groups and working parties that report to the Committee will normally be members of the Committee. One member should be drawn from AGCAS Advisory Council.

6. List of Groups and Working Parties that report to the Learning Committee.

- Regional Training Groups

Short term working parties formed around specific topics or areas that will participate in the development of Learning as directed and overseen by the Committee.

7. Approval and Review

These Terms of Reference shall be approved by the Board of Directors. They form part of Board of Directors Regulations. The Learning Committee will review them on an annual basis, usually at the first meeting following the AGM.

The following points relating to membership of a committee are standard to all AGCAS committees and will form part of the AGCAS Regulations (which are still in development)

- Members of the Committee may elect up to two of its members to the nominal position of Vice Chairs of the Committee.
- Appointments for all members shall be for a maximum of three years, with the exception of the member of senior management team who shall remain on the Committee for as long as the Executive Director sees fit. Retiring members may be re-appointed, subject to a maximum of 6 years' unbroken service.
- The quorum shall be one quarter of the total membership of the committee, rounded up to the nearest whole number, of which a majority should be Full Members of AGCAS. A member of the

Committee who attends a meeting by means of any communication equipment which allows all persons participating in the meeting to hear and speak to each other for the entirety of any matter under consideration shall be deemed to be present in person for that part of the meeting and shall be entitled to vote or be counted in a quorum accordingly.

- All members must commit reasonable time and effort to the work of the Committee and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Committee may, at the Chair's discretion, terminate his or her membership of the Committee, unless the non-attendance was owing to illness or other reasonable cause.
- On the recommendation of the Chair of the Committee, the Trustee Board may cancel or suspend a membership of that Committee where the member's actions have, in the opinion of the Committee and of the Trustee Board, been detrimental to the work of the Committee.
- In the event that the Director is unable to chair a Committee meeting, the Director or the Committee shall appoint another Committee member to chair that particular Committee meeting. This person will normally be one of the members holding a nominal appointment of Vice Chair of the Committee
- In the event of a tied vote, the Chair shall have an additional casting vote.
- While bringing expertise committee members should operate the in the best interest of AGCAS