

Terms of Reference – Education Advisory Committee

Preamble

A (National) Education Advisory Committee – a skills-based committee of members and staff advising the Board on the quality and the delivery of AVA’s continuing education (CE) program, that it is conducted in a responsible and ethical manner, and is consistent with the AVA mission and strategic priorities.

The AVA Education Advisory Committee (EAC) will advise on the strategic development and monitoring of the delivery of AVA’s continuing education, in alignment with the AVA’s Knowledge Strategy and strategic priorities of maintaining a highly skilled workforce and to advance veterinary science in Australia.

Function

- Provide oversight on the development and implementation of the strategic direction of the AVA CE program.
- Provide oversight on the quality and standard of both the scientific content and delivery models for AVA’s CE program.
- Provide advice on market trends in the wider veterinary education landscape and how AVA’s CE plan needs to evolve to maintain its currency and relevance to the profession and how it can best assist our members throughout their professional career.
- Liaise with AVA Special Interest Groups (SIGs) and Divisions to assist with collaboration on educational matters across the association.
- Deliver specific input and oversight into design of the scientific quality of the content for AVA’s CE program in particular the inclusion of any research papers or posters, the content of any clinical trials and workshop programs related to the treatment of animals, and the promotion and protection of human health through healthy animals.
- Provide oversight on educational programs that will help address professional issues such as career enhancement, leadership and practice management.
- Review and consider improvements to the current operating processes and principles of the committee.

AVA staff will

- Be responsible for the operation delivery of the CE program
- Maintain a thorough reporting process with the EAC on the implementation of the AVA’s CE program.
- Advise the EAC of the risk assessment for various CE program proposals, as required.
- Detail new concepts and ideas developed by the AVA team for potential inclusion in the AVA CE program.
- Seek approval from the EAC for the proposed AVA CE program before it is taken to the AVA Board for final ratification.

Membership

It is made up of 9 members selected by the Board and includes a balance of geographic location and educational expertise. Amongst its membership, it ideally includes:

- Expertise in adult post-graduate education
- Expertise in online education delivery
- Expertise in the regulation and use of animals in teaching
- Demographic diversity (age, gender, career stage, employment status)
 - Including a recent graduate or student member
 - Representation from across the various groups (including Branch, Division and SIGs) in the AVA
- Board representative (Chair)

Chairing

Board representative

Meetings

The EAC will meet on a minimum of a bi-monthly basis with additional meetings as needed.

The quorum for EAC meetings will be a simple majority of the Committee with the Chair exercising a deliberative vote.

Meetings will be a mix of virtual and face-to-face meetings.

Any travel costs will be reimbursed in line with AVA's Travel policy

Appointment process

An Expression of Interest process will be used and open to all AVA members to apply. The Committee membership shall be appointed by the Board with oversight by the Nomination and Remunerations Committee.

Term

Three years (with potential of reappointment for up to three consecutive terms)

Staff

Head of Education

Approval process

The EAC will operate on a consensus basis when possible. When required, a majority vote will be used in determining recommendations for the Board. The EAC is advisory in nature and the Board retains authority over annual advocacy plans.

Responsibility of members

Members of the EAC are responsible to:

- Comply with the AVA Code of Conduct
- Attend and participate in meetings, being prepared for meetings
- Be responsive to requests for feedback outside of meeting times
- Declare conflicts of interest
- Undertake decision making in the interest of the AVA and whole membership
- Ensure that the AVA CE activities meet the expectations of the membership

Confidentiality

Meetings of the EAC are confidential and correspondence must not be distributed outside the Committee, to third parties, unless authorised by the Chair.

In some cases, members may need to sign a Confidentiality Agreement, depending on the nature of the activity being discussed

Managing Conflict of interest

Conflicts of interests could be described as facts that, when revealed later, could make a reasonable person feel misled or deceived. An important concept is that there does not have to be an actual conflict for a reasonable person to feel misled or deceived. A perception of a potential conflict can be sufficient to be a conflict of interest. These interests may be personal, commercial, political, academic or financial, and may be “material” or “perceived”. In either event, members of the Committee must declare any interest before joining the group. Minor or perceived conflicts of interest may be managed by the relevant member withdrawing for decisions directly related to their conflict. More material conflicts of interest may mean that the proposed member cannot join, or must withdraw permanently from the Committee should such a conflict arise subsequently