

## Terms of Reference

### Education Committee

**The Chartered Institute of Horticulture's Council and Management Board commits to support and encourage the Education Committee and its Terms of Reference thereby agreeing to inter alia;**

- To support the group's activities, support their endeavours in meeting their objectives that, in turn, support the wider charitable object of the Institute.
- Maintain effective communications with the Chair of the group to ensure that they are aware of all significant issues that may affect the objectives and work of the group.
- To provide support, including secretarial support, administration and resources to facilitate meetings.

### Education Committee

**1 Name**

The name of this committee is that of the "Education Committee".

**2 Mandate for the Group**

The Education Committee is an evolution of the previously titled '*Education Training and Careers Development Committee*' which was created following a review of the CIH Governance and Committee structures in January 2015.

**3 Aims & Objectives**

The role of this committee is to advise CIH Management Board and Council regarding the training and career needs of the industry, to support those involved i.e., those delivering, undergoing training, newly trained individuals and those in receipt of newly trained employees and to respond to education consultations.

- To provide advice to Management Board so that the CIH can respond on behalf of its membership to horticulture education and training initiatives throughout schools and the Learning and Skills Sector nationally and internationally.
- To help identify and encourage the sharing of good education, training and careers practice across horticultural organisations.
- To consider recruitment to the industry.
- To promote and develop the Young Horticulturist of the Year Competition (YHoY).
- To promote and develop the Grow initiative.
- To promote and develop mentoring within horticulture.
- To oversee the awarding and administration of CIH Awards and prizes.

The Committee will drive professionalism and encourage the recognition of practical experience, particularly in the workplace, as there is increasing pressure to produce a more 'work aware' workforce.

The Committee is committed to the development of professional and meaningful qualifications.

**4 Membership**

General membership of the Education Committee shall be open to any current corporate or non-corporate member of the Chartered Institute of Horticulture who is practicing, has practiced or has an interest in the practice of horticultural education and training.

The committee shall not consist of more than 12 members. The committee shall appoint a Chairperson and a Vice Chairperson by a majority vote.

The Committee shall be entitled, for particular purposes, to co-opt others to the Committee in a non-voting capacity

The President of the Institute shall be an ex-officio member of the Committee, in accordance with the Institute's bye-laws.

**5 Committee Meetings**

The committee shall hold a series of meetings, as required and determined by the group. The group will be supported to meet virtually, using online platforms.

**6 Relationship to Council and Management Board**

The committee shall:

- Be directly responsible to the Management Board. Represented by the Chair of the Committee.
- Produce a written report on the work of the Committee to each meeting of the Management Board.
- Receive direction and instructions from the Council and or the Management Board regarding the Committee's priorities as described in the Business Plan or amended by the Management Board and or the Council.
- Receive instructions and or feedback from the Management Board and or the Council about matters that those committee instructed to be amended, be reconsidered, or otherwise changed.

**7 The Work & Administration of the Group**

The committee will deal with the practicalities of delivering the activities and services within its remit, including;

- Deciding on the most appropriate and cost-effective mechanisms of delivery.
- Making recommendations on resources needed.

Matter relating to Young Horticulturist of the Year Competition will be administered by the YHoY Action Group.

**8 Financial accountability of the Committee**

The Committee will take responsibility for the financial implications of the decisions it makes, producing a costed, draft, budget and resource plan for its activities that are not included in the prevailing SLA.

The committee will submit a costed programme of activities at the beginning of the financial year to the Honorary Treasurer who will, through the Committee, determine a draft budget which will then be confirmed by Management Board and Council.

The Committee is responsible for ensuring compliance with the budget.

**9 Equality of Opportunity**

The Committee will support the principles of equal opportunity in ensuring that the diversity of members, colleagues and staff is respected.

These Terms of Reference may be amended by majority vote at an ordinary Council Meeting, or at an Extraordinary Meeting of Council.