



Arboriculture Australia Ltd

Committee Structure and Policy

COMMITTEE: EDUCATION COMMITTEE

Program Area: Standing Committee

Staff Liaison: Operations Manager

Purpose of the Education Committee

The purpose of the Education Committee is to:

- Ensure arboricultural educational standards deliver industry best practise across all levels of education.
- Support and promote current arboricultural qualifications within the Australian Qualification Framework (AQF).
- Review the current and future education requirements of the industry and work with the appropriate bodies to develop educational programs to meet these needs.
- Provide advice and information to the Arboriculture Australia administration office for education related queries.

Committee Structure

The Education Committee structure is defined.

1. The Education Committee chair is appointed by the Arboriculture Australia Board. The Chair can serve for a period of 2 years. The Chair may be re-appointed consecutively, up to three times only.
2. Committee member's terms are for two (2) years; a committee member, other than the Chair, may serve for up to three (3) consecutive terms.
3. The Education Committee consists of:
 - a. A Chairperson;

- b. Up to 8 committee members representing a cross section of qualifications, ideally with one representative from each state and territory of Australia. There will be no more than 2 representatives from any State or Territory.
 - c. One Director (non-voting).
 - d. Staff Liaison (non-voting).
4. The process to appoint a committee member is:
- a. A committee invitation form will be sent out from the Arboriculture Australia administration office to the members to seek nominations for positions vacant.
 - b. The Education Committee Chair will review and select committee members from the nominations received.
 - c. The Chair will put forward the committee list to the Board for final approval.
5. Each person on this committee should be able to demonstrate professional business financial skills and experience.

Work Plan

The Education Committee will develop an annual work plan at the last meeting of the year for the next year based on the Arboriculture Australia Strategic Plan that meets the following minimum key requirements.

1. Develop drafts for best management practises (BMPs) for the industry.
2. Organise one educational workshop annually, which will be offered in the last quarter of the year. The budget for the workshop developed by the Committee and will be managed by Arboriculture Australia staff.
3. Identify areas within the industry that require further training and develop workshops to improve skills.
4. Work with the Practising Arborist Committee to develop targeted industry training to address gaps and opportunities.
5. Work with the Practising Arborist Committee to develop and implement a specialist practising arborist related workshop series to be delivered nationally.

Affiliated Committees

At times, the Education Committee will need to work closely with other Arboriculture Australia committees.

The Education Committee must ensure there are open communication channels to liaise through and work in close collaboration with:

1. Speaker and Presenter Committee.
2. Finance Committee.
3. Membership, Communications and Marketing Committee.

Meetings

It shall be the goal of the Education Committee to meet face-to-face twice each year, at a venue to be determined based on cost-effectiveness. The committee will have at least three committee meetings via conference calls per year.

Conference calls are to be scheduled, as appropriate, to meet the objectives of the committee. Other business will be conducted via email.

Arboriculture Australia will fund the following:

- Return airfares for all committee members only.
- Airport parking (long-term car parking facility only) at the origin airport.
- Transfers (taxi) from the destination airport to the meeting location (for committee members attending the bi-annual face-to-face meetings only).
- (Note: excess luggage and other incidentals will not be reimbursed)

If overnight accommodation or travel is required, this will be arranged by the Operations Manager. The Operations Manager will reject travel and accommodation requests if seen as unreasonable.

Budget

The Education Committee Chair will provide a comprehensive budget for the following financial (calendar) year to the Finance Committee Chair by 01 November each year. The Finance Committee Chair will present the budget to the Board for approval.

The Education Committee budget should include costs such as:

- Airfares and accommodation.
- Room hire.
- Catering.
- Teleconferences.

Policies

1. All committee members must be a current financial member of Arboriculture Australia while serving on the committee.
2. All external correspondence sent from a committee member must be placed on Arboriculture Australia letterhead and approved by the Operations Manager before being distributed.
3. Committee members shall disclose any potential conflict of interest. Members are required to sign the Arboriculture Australia conflict of interest declaration.
4. Committee members shall sign the Arboriculture Australia confidentiality agreement each year.
5. Committee members are expected to participate actively in committee projects and decisions. The committee may, at its discretion, replace committee members who do not actively participate.
6. Terms of office are concluded on 31 December, in the year of expiry of their term.
7. A committee member who misses two consecutive meetings without explanation may be removed from the committee.

8. The committee Chair is responsible to keep the Operations Manager informed of any changes to the committee members.
9. All committee members must have an intermediate level of computer skills for Excel and Word, as a minimum.
10. All documents will be in Microsoft Office format.
11. The committee member must use an email address that is not accessible to any other person.
12. At no time is the committee to purchase or consume alcohol at the association's expense.
13. Irrespective of the approved budget, at no time shall the committee spend money without prior approval from the Treasurer or Operations Manager.
14. A reimbursement for any financial expenditure, in line with the approved budget made by a committee member, must be submitted to the Operations Manager for processing. The Operations Manager can approve claims up to \$500.00. For claims above \$500.00 to \$1,000.00 the Operations Manager must also seek approval from at least one Director. Claims above \$1,000.00 must be approved by a Director and the Treasurer.

Consensus Decision Making

The Education Committee will function by consensus decision making. The committee recognises the following categories of consensus:

1. Strongly agree.
2. Agree.
3. Agreement, with some concerns as expressed to the committee.
4. Not in agreement, but willing to accept the consensus of the committee.
5. Not in agreement, and unwilling to accept the committee consensus.



Where a decision by consensus is not possible, a vote will be taken and the majority rules in the presence of a quorum. A quorum shall consist of greater than 50 percent of the committee members. The Education Committee Chair shall cast the deciding vote in any case of a tie.

The Education Committee Chair will ensure via the staff liaison that minutes are accurately recorded and distributed to committee members in a timely fashion. All minutes are to be filed at the Arboriculture Australia administration office.

Reference Documents – Internal and External

The Education Committee shall refer to the following reference documents:

- ATCC Protocol Document.
- ISA ITCC Rules.
- Arboriculture Australia Strategic Plan.
- Utility Arborist Association of Australia Strategic Plan.
- Directors, Advisors and Committee Chairs' Handbook.
- Conflict of Interest Declaration.
- Confidentiality Agreement.