

Education Committee

Terms of Reference

Purpose

The Institute's Education Committee develops and oversees its educational policies and the activities of its recognised providers in terms of the delivery of the Graduate and CMA programs; the CGBA and CIPA professional designations; the Certificates of Proficiency CPD programs; and the academic entry and exit pathways for students and members.

The Education Committee will also be responsible to establish and monitor the following advisory board/s and subcommittees:

- Education Advisory Board
- Professional Education Sub-Committee
- Continuing Education Sub-Committee
- Academic Education Sub-Committee

Membership & Appointment

1. The Education Committee will have up to ten members who:
 - are members of the institute, and;
 - have an interest in management accounting education and its relationship with the countries that ICMA operates in, and;
 - bring special skills relevant to the strategic direction of the branches and the institute
 - Chair (or nominee) of sub-committees set up by this committee
2. In Attendance: Executive Director (or nominee)

Membership of the EC is by invitation of the CEO and for a term of five years.

The Chair and Deputy Chair are appointed by the CEO.

Meetings

The committee will meet at least twice yearly.

The meeting dates and agenda are to be approved by both the Chair prior to meeting.

The Chair of the Education Committee will meet with the members of the ICMA Council and other committees as a group at a minimum six monthly.

Reporting

The committee provides advice to the President through the CEO. The CEO provides a report to ICMA Council on at least a six-monthly basis regarding key issues raised by the EC.

In relation to the proposals the reporting cycle is as follows;

1. The institute, through the CEO/Executive Director, provides the EC with the proposed education plan and any other information deemed relevant by the institute.
2. The EC consults with the advisory boards and subcommittees and provides advice to the institute through the Chair on the content of the proposal/s.
3. Recommendations reports against the proposals are provided to the EC at least once per year by the institute through the Chair.
4. The EC provides advice and commentary on the reports through the Chair to the institute.

In relation to the Chair meeting with the ICMA Council:

An annual report prepared by the EC is to be developed for discussion and included at the Presidents report at the AGM. The report will outline the activities and contribution of the advisory board and subcommittees. These reports are presented at the AGM of ICMA for noting and/or action as appropriate.