

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name: **Education Committee**

Type of Committee: Standing Committee

Purpose/Mandate:

The Committee shall work towards CCI being recognized as the leading provider/facilitator of condominium education and the education of condominium directors. Current responsibilities and mandate to include:

- (a) Development of a meaningful educational series to answer needs of condo boards and industry professionals
 - Develop a database of chapter seminars (seminars/workshops/lunch 'n learns) with topics
 - Make this list available to all chapters to facilitate sharing of information on topics and presentations which have already been developed
 - Survey chapter Education Chairs to determine educational needs on a chapter level and how the committee can assist

- (b) Devise a vehicle for information sharing amongst chapters of their education and professional development programs
 - Review and analyze the chapter course inventory in order to catalogue the various offerings, their levels, and this year to develop minimum course requirements for Level 100 course
 - Identify chapters who do not currently offer condominium courses with the view to matching them with courses currently being offered by other chapters
 - Investigate use of webinars for outreach to areas without current course availability

- (c) Create expectations to ensure quality education providers
 - Develop criteria and evaluation for educational presenters

Accountability:

- Committee is responsible to the Executive Board

Membership Composition/Requirements:

- (d) Committee Chair – nominated and elected by the Executive Board
 - One-year term, renewable, and shall stand until their successor is duly appointed
 - To attend the annual Committee Chair orientation teleconference call
 - To attend regular Committee Chair meetings

- To assist the Executive Board in recruiting additional committee members as required
 - To appoint and oversee any Subcommittee Chairs as required by the committee work
 - Provide regular committee reports for the Spring and Fall National Council meetings
 - Serves as a resource to the Executive Board and keeps the Executive duly informed of any strategic issues of a national nature
- (e) Committee shall consist of a core committee, representing the diversity of CCI, both geographically and membership type
- (f) All Chapter Education Chairs shall automatically be auditing members of the committee and as such, shall be invited to attend and participate in regular committee meetings
- (g) The Executive Board shall appoint a member of the Executive to be a liaison on the committee who shall be a resource on clarification of the national strategic direction

Meetings

- (h) The committee shall meet 5-6 times annually, in person or teleconference
- (i) Keep minutes of committee meetings, to be posted on the virtual boardroom as a resource for all Council/Executive/Chapter directors

Staff

- (j) Provides support to the committee through full professional and administrative services and as such shall attend all committee meetings and shall be responsible for taking meeting minutes

(November 2015)