



European Academy
of Optometry and Optics

TERMS OF REFERENCE

EDUCATION COMMITTEE

Committee Title

Education Committee

Committee Purpose

To be responsible for advising the Board of Trustees on all stages of optical and optometric education and training throughout Europe.

To be responsible for ensuring that the Academy promotes and supports activities which enable practitioners throughout Europe to have increasingly high standards of professional competence.

The Committee will do this by advising or assisting the Board of Trustees on matters relating to:

- compliance with any relevant regulatory or legal requirements in Europe;
- the areas of work about which the Academy should engage with education and training bodies within Europe and internationally;
- the educational priorities for the Academy;
- the assessment methods and standards for Fellowship of the Academy;
- overseeing the development and monitoring the quality of the assessments for Fellowship of the Academy;
- Academy's contribution to continuing education and training and continuing professional development especially through its annual Conference.

Membership

- The Chairman, as appointed by the Board of Trustees.
- Up to 10 Academy members with recent experience of educational delivery in optometry, optics or visual science, at least 50% of whom should be nominated by schools and colleges in membership of the Academy.
- During the first year the remaining members should, where possible, be former members of the ECOO Education Committee to ensure continuity.
- The President ex-officio.
- An ECOO representative who is a member of the Academy, to be nominated by ECOO in accordance with such procedure as ECOO may determine.

In attendance

- Up to 2 additional co-opted members, who need not be members of the Academy or working in optometry or optics, for a fixed period of up to one year, subject to the approval of the Board of Trustees.
- Academy Manager
- The Company Secretary and appropriate staff of the College of Optometrists.

Chairman and Vice Chairman

- The Chairman will be elected by the Board of Trustees from amongst their number for a three year term or as otherwise determined.
- The Committee shall elect a Vice Chairman from amongst its members for a two year term.

Terms of Office

- All committee members selected will serve for a period of two years. Members are eligible for re-selection subject normally to a maximum term of four years (two x two year terms).
- Former members of the ECOO Education Committee appointed in 2010, will serve for one transition year and then be eligible for re-selection on the same basis as other members.
- The Vice-Chairman's role is a two year term.
- The Chairman's term is for three years, or as otherwise determined by the Board of Trustees.

Selection process

Nominations are assessed against a set of criteria determined by representatives of the Board to ensure the Education Committee contains an appropriate representation of skills, specialities and geographic representation of the Academy's membership base. A shortlist is provided to the full Board for approval before the appointment is made.

This selection process commences in May and successful nominees are informed at the beginning of July. The first meeting new nominees are required to attend is the autumn meeting, normally in October or November.

Quorum

The Committee will be declared quorate if 50% rounded down of its voting members are present.

Communication Loop

- **Board of Trustees**
Through the Committee Chairman
- **Members**
All Committee Minutes will be posted on the Academy website for access by any member of the Academy.
- **Staff Link**
Academy Manager
- **Clerk to Committee**
Administrator, International Affairs

Frequency of and Venue for Meetings

Meetings will be held three times per annum, one of the meetings being at the annual Conference. Any meeting may be replaced by a teleconference at the discretion of the Chairman and the Company Secretary.

Attendance

All members are required to attend at least two meetings annually. Any member who is absent without good reason for three consecutive meetings will be deemed to have resigned from the committee.

Expenses

All reasonable expenses incurred through attending meetings will be reimbursed in accordance with Financial Standing Orders in force at the time.

Date:

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