



## Practice and Professional Development Committee

### Terms of Reference

#### 1. Status

The Practice and Professional Development Committee is a sub-committee of the EEUK Board of Directors to which it reports and is accountable.

#### 2. Purpose

The principle aims of the Committee are to:

- a. Develop a strategic plan for practice and professional development (PPD) activity, based upon current and future needs, to enhance and support the PPD of all EEUK members.
- b. Identify all emerging themes, opportunities, costs and risks associated with PPD activity creation and delivery.
- c. Design, deliver and establish high quality, innovative and engaging PPD related activities.
- d. Champion and promote PPD to all members.
- e. Ensure that the Committee's activities support the strategic and operational objectives of EEUK.

#### 3. Key Responsibilities

In support of its purpose the Committee will:

- a. Oversee the development of the PPD strategic plan for consideration and approval by the Board.
- b. Undertake research and consultation with key stakeholders to ensure PPD activity remains current and addresses future development needs.
- c. Design PPD activity that focusses on developing knowledge, skills, understanding and confidence of members.
- d. Utilise a variety of pedagogical and technological learning interventions to increase the diversity, flexibility and accessibility of the PPD offer.
- e. Provide oversight and management of the National Enterprise Educator Awards, the EEUK Fellowship, Richard Beresford Bursary, Fast Track and Enterprise Exchange activities as well as the ETC Toolkit, making recommendations to the Board about associated terms and conditions.
- f. Ensure all PPD activities are high quality and focussed on benefitting members through adherence to all ethical and intellectual property rights legislation.
- g. Produce all marketing and communications associated with PPD activities, both before and after an activity, to ensure the highest level of engagement.



- h. Wherever possible, produce data reporting metrics to demonstrate the value of PPD activity to the board and members.
- i. At the end of each academic year to review the strategic plan and all PPD activity undertaken.

#### **4. Constitution**

- a. The Chair of the Committee will normally be a member of the EEUK Executive.
- b. Where permitted, other appointments will be based on nominations from the EEUK membership and can include nominees from other EEUK Committees and groups, excluding the Executive Committee.
- c. The Vice Chair of the Committee will be elected from and by the membership of the Committee.
- d. The Secretary of the Committee will be elected from and by the membership of the Committee.
- e. Any member of the Committee submitting a Fellowship application or request for funding from the Committee, must stand down from the Committee until the conclusion of the application/request or the completion of any funded activity.

#### **5. Membership**

The membership of the committee shall comprise:

- a. The EEUK Executive member (Chair)
- b. Two EEUK Directors elected by the Board, who shall not be members of the Executive Committee and will serve until the expiry of their directorship.
- c. Up to four other ordinary members who shall be EEUK Associates nominated by the membership and appointed by the Board following the recommendation of the Nominations and Representation Committee. Ordinary members will serve for three years.
- d. The EEUK Head of Policy and Practice will attend but not vote.

#### **6. List of Groups and Working Parties that report to the Committee**

Short-term working parties formed around specific tasks, topics or campaigns of the Committee.

#### **7. Approval and Review**

These Terms of Reference shall be approved annually by the Board of Directors.