



Education Advisory Committee Terms of Reference

Purpose:

The Education Advisory Committee is a standing committee that provides recommendations regarding PTSA's professional development and educational programming.

The committee supports the Education Director to ensure educational offerings are informed by member needs, emerging practice trends, competency requirements, and strategic priorities.

Responsibilities:

The committee will:

- Conduct and review member learning needs assessments.
- Review educational program evaluations and participant feedback.
- Identify emerging issues, trends, and professional development priorities.
- Review regulatory, competency, and professional practice developments.
- Recommend annual education priority topics and learning objectives.
- Advise on educational formats and delivery methods.
- Promote alignment between conference and non-conference learning opportunities.
- Monitor educational outcomes and performance metrics.
- Recommend improvements to PTSA's educational portfolio.
- Provide guidance on the Conference Planning and Webinar Delivery Committees, including speaker recommendations as required.

Authority:

The Committee serves in an advisory capacity to the PTSA Board of Directors through the Education Director.

The Committee:

- May make recommendations regarding education program strategy.
- Does not have decision-making authority unless expressly delegated by the Board.

Membership:

The Committee will be comprised of:

- Education Director (chair)
- Membership Director (ad hoc to inform discussions related to member value)
- 2-3 members representing diverse practice settings, career stages, geographic regions and professional interests

Committee members will serve two-year terms, with the option for renewal.

Meetings:

- The committee will meet as required to support completion of work.
- Quorum will consist of a majority of Committee members.

Reporting:

The committee will provide:

- Annual recommendations regarding education priorities and programming to the Conference Planning Committee and Webinar Delivery Committee.
- Quarterly reports to the Education Director and Administrator regarding assessments of member needs and learning activity evaluation.

Resources and Support

PTSA will provide access to resources required for Committee members to effectively fulfill their roles in accordance with policies and procedures. This may include:

- Access to PTSA Google shared drive for document repository.

Date approved:

Revision history:

Date Last Updated	Revision Description