



## **AILA National Education Committee**

### **Terms of Reference**

#### Background

The Australian Institute of Landscape Architects (AILA) and its membership is the peak body charged with supporting the profession through advancing landscape education, accreditation and research and supporting AILA's efforts in whole-of-life learning for Landscape Architects.

AILA strives for greater clarity in our policy and in our approach to education, accreditation and research – policies that clearly advance AILA's vision, mission and the profession.

These Terms of Reference (ToR) for the National Education Committee (NEC) advance this intention by defining the role of the NEC and the AILA membership in continuously advancing this area.

#### Purpose of the National Education Committee

The purpose of the National Education Committee is to advise National Council on matters of policy and its implementation with regard to matters of Landscape Architecture Education, Accreditation and Research.

#### Objectives of AILA's National Education Committee

The objectives of AILA's National Education Committee are to:

1. Deliver a successful National Accreditation process that engages positively with the University programs.
2. Advise National Council on issues and challenges facing Landscape Education and its future development.
3. Advise National Council on opportunities and focus areas for research.

#### National Education Committee Membership

National Council will appoint the NEC members through a process of receiving expressions of interest from members to fulfil the following requirements:

- A minimum of one National Councillor
- 12-16 Committee members consisting of a mix of practitioners, academics and possibly a student of landscape architecture
- A nominated representative (preferably the program director) from each of the landscape architecture programs being offered at Universities around Australia



- With the exception of the CEO, Committee member's terms of appointment shall be two years, with the possibility of an extension (for another 2 year term)
- Ideally all AILA membership categories will be represented on the Committee
- There is the option of appointing a 'guest advisor' to the Committee for a period of 12 months.
- The Chair shall be elected by the Committee annually and ratified by National Council.

The NEC secretariat is to be provided by an AILA Staff member.

A quorum for every meeting of the NEC will be 8 members, including the National Councillor and/or the CEO.

- The NEC must adhere to the National Council adopted Policies and Procedures in the areas of the Committee's remit.
- The NEC will appoint and supervise a National Accreditation Review Team (NART) drawn from a panel of practitioners and academics that will conduct the Site Visits as part of the Accreditation Procedures. The NEC will review the reports that arise from these visits and make recommendations to National Council on accreditation approvals as required.
- NEC shall provide a written report to National Council (via the secretariat) on work undertaken, at least two weeks prior to every National Council face-to-face meeting (3-4 times per year)
- The NEC is to liaise with other national committees as required and the local Chapter Education Committees and provide advice and guidance to them, and encourage their ongoing development.

#### Meetings and Records

To facilitate its work the NEC is to hold:

- eight teleconferences as set by the NEC chair with secretariat; and
- each member must attend at least six meetings to remain on the Committee.

The meeting schedules and agendas are to be set by the secretariat together with the Chair.

The records of all teleconferences and face-to-face meetings are to contain only decisions, recommendations and actions.

The outcomes of the NEC work is to be collated and circulated by the secretariat prior to each subsequent NEC meeting. Drafts will be circulated to members prior to being finalised, issued and logged.