



Terms of Reference

# Education Specialist Advisory Group

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## EDSAG Terms of Reference

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## 1. Preamble

The Terms of Reference set out the purpose, composition, membership, meeting requirements and functions of the Education Specialist Advisory Group (EDSAG).

## 2. Authority

The EDSAG is appointed by the Board to provide advice to the Board and CEO. The authority of the EDSAG is limited to dealing with education matters as outlined in these terms of reference including advice on the development of AIBS Policy positions, external representation and other matters as may be delegated by the Board to the EDSAG.

The Education Administrator is the appointed administrator of the EDSAG, under the direction of the CEO and is not a voting member.

## 3. Purpose of the FSSAG

The purpose of the Education Specialist Advisory Group is to provide advice, support and recommendations to the Board on the following:

- the accreditation of building surveying courses at Education Institutions;
- undertake the development and assessment of education qualifications for building surveyors;
- the establishment and management of a mentoring and work experience program for students and young building surveyors;
- the establishment and management of AIBS National Student Awards.
- The promotion and advancement of the profession to students and prospective building surveyors
- The development of education policies

## 4. Composition and Chairing

The Board shall appoint appropriate persons to the Education Specialist Advisory Group and shall approve appointment and reappointment of the EDSAG members and its Chair.

The Chair of the EDSAG is appointed by the members of the group, but must be approved by the Board.



Should the Chair be absent from a meeting, the members present will choose one of their number to be Chair for that particular meeting.

## 5. Term

All appointments shall be for a maximum two (2) year term or until such time as a new AIBS Board is elected.

All appointments expire at the AIBS Annual General Meeting where a new AIBS Board commences their term.

EDSAG members may serve consecutive terms subject to the appointment process by each respective Board.

## 6. Conduct of Meetings

EDSAG members may attend meetings in person or by electronic means.

The EDSAG should meet often enough to undertake its role effectively, but not less than quarterly.

In addition to regular scheduled meetings, the Chairperson will call a meeting of the EDSAG if so requested by any member of the EDSAG, the CEO or by the National President.

## 7. Quorum

A quorum of three members of the EDSAG must approve any recommendation made to the Board.

## 8. Responsibilities

The EDSAG will ensure that the Board is able to meet its technical objectives effectively through:

- executing its mandates from the Board in a timely manner;
- providing recommendations and advice to the Board and CEO in order to assist with strategic decision making;
- providing advice on the appropriate responses and methodology in order to address the education matters before it;
- informing and reporting on education matters at state and national levels.



## 9. Education Policy Development

The EDSAG will advise the Board on policy creation and periodically review existing education related policies that define the education objectives of the Board.

## 10. Accountability

The EDSAG is accountable to the Board for the following tasks:

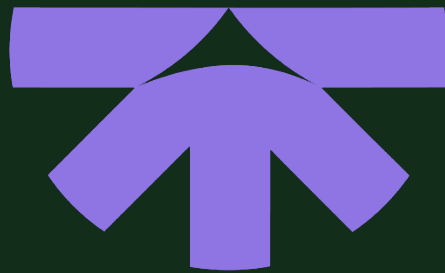
1. annual assessment of the EDSAG's strengths and weaknesses;
2. ongoing recruitment of members who can augment the strengths and build on the weaknesses and;
3. monitoring the attendance and contribution of members.



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**Australian Institute of Building Surveyors**

ABN: 53 004 540 836

Suite 5.04

828 Pacific Highway Gordon NSW 2072

P: 1300 312 427

[aibs.com.au](http://aibs.com.au)

E: [aibs@aibs.com.au](mailto:aibs@aibs.com.au)

