Board Governance Policies

1.2.7 Board Education Standing Committee - Terms of Reference

Policy
The Education Standing Committee is a permanent Committee of the ICM Board formed to advise the ICM Board, undertake activities related to midwifery education and which meets regularly.

Purpose
To support the overall mission and aims of the Confederation by enhancing the knowledge of midwifery education as it applies to midwifery regulation, practice, research and management.

Procedures:
The Board Education Standing Committee operates in accordance with the Code of Behaviour outlined in the Board Governing Process Policy. The Committee uses these Terms of Reference as a basis for its operational direction, involving;

Scope
1. In response to Board requests the Education Standing Committee:
   • works with other ICM Standing Committees to define global education standards for midwifery;
   • identifies strategies for implementation of global education standards;
   • supports member associations and regulators to strengthen midwifery education in countries and jurisdictions;
   • provides a platform for sharing resources and midwifery education strategies;
   • develops a network of midwifery educators; and
   • acts as a resource of expert midwifery educators for access and use by ICM and partners.
2. Focuses on strategic implications with regard to the development, implementation and evaluation of education activities.
3. Provides advice to the Board on ICM midwifery education related activities and ensures it is made aware of current education issues.
4. Provides a resource of expert midwifery educators for access and use by ICM and partners.
5. Recommends to ICM Board: activities; priorities; strategies; and practices for strengthening midwifery education globally.
6. Contributes to process and decisions for selection of any ICM Education Awardees.
7. Facilitates specifically targeted education workshops at each Congress.
8. Represents ICM as requested.
10. Works under the direction of the Board and collaborates with staff in achieving outcomes.
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11. Chairperson may invite non-Board members to attend the meetings; however their role is to advise and assist the Committee to do its work.
12. Operationalises the ICM Strategic Directions relevant to the remit of the Committee.

Authority
The Education Standing Committee: advises the ICM Board on matters relating to midwifery education; makes recommendations to the Board on education activities that flow from the Strategic Plan; and undertakes projects that relate to midwifery education as directed by the ICM Board.

Membership
The Education Standing Committee is comprised of a minimum of one representative from each of the six regions of ICM. Whilst the working language of the ICM is English, it is advantageous to include where possible members with English as well as French and Spanish. The maximum size of the Committee is 14. The Committee will have two Co-Chairs (preferably from different ICM regions) appointed by the Board from the membership of the Committee. A named Board Member will also be a member of the Standing Committee, acting as Board Liaison to provide a strategic link with the Board. An ICM staff member will also be assigned to the Committee to provide an operational link with the ICM Head Office.

Membership eligibility
Each member of the ICM Education Standing Committee must:
- be a midwife who is a member of an ICM Member Association;
- have experience, or a special interest in midwifery education (preferably experience as an educator)
- preferably have a Master’s or a Doctoral degree;
- be able to speak, read and write in English;
- have access to the internet and be able to communicate electronically;
- prepare for and attend meetings regularly; and
- commit to actively participate in the work of the Committee.

Membership term
A membership term is one triennium which commences at the closing of the triennial ICM Congress. Members may be nominated to undertake two consecutive terms only.

In the course of any one year, a member who attends no meetings or does not actively contribute to the activities of the Committee will be deemed a non-active member and their term of office will be cancelled by the Board.

Specific roles
Co-Chair role is:
- to convene the Committee and ensure that it maintains its focus on Committee matters;
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- be responsible for planning the triennial work plan in relation to the Strategic Directions;
- provide guidance and oversight of the Committee’s activities;
- coordinate the work of the Committee and support the work of the working groups;
- be responsible for annual reporting activities to the Board and the Chief Executive; and
- to attend biannual liaison meetings with chairs of the other ICM Standing Committees (these may be virtual).

One Co-Chair will be eligible to attend and provide a face-to-face report at one annual Board meeting in each triennium, at discretion of the Board and if funding approved by the Chief Executive.

_SPPC membership_
The Board will select one Co-Chair to join the SPPC for one triennium, taking account of the regional distribution of potential SPPC members. SPPC responsibilities are set out in the SPPC Terms of Reference.

**Board member’s role** is to:
- act as the strategic liaison person (to provide clarification, feedback, conduit to the Board);
- maintain an effective liaison with the co-Chairs of the Committee;
- represent ICM at any meetings held by the Committee as required by either the President or the Committee;
- assist or advise the Co-Chairs on any further issues that might arise;
- guide the Chief Executive in monitoring working plans that identify the relationship and responsibilities of the Board in any activities of the Committee; and
- attend meetings of the Committee.

**Staff member’s role** is to:
- act as an operational link from the ICM Office to the Committee;
- provide information to the Co-Chairs of the Committee about ICM activities in the field on midwifery education; and
- guide the Co-Chairs and the Chief Executive in the provision of timely reports to the Board on all education activities; and
- attend meetings of the Committee.

_Succession Planning_
To facilitate succession planning, midwives from ICM Member Associations with an interest in education are encouraged to contact the ICM Committee liaison staff member and request permission to shadow a Committee member.

_Meeting arrangements_

_Agendas_

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Education Standing Committee meetings: the Co-Chairs will call for agenda items and prepare and circulate an Agenda to all members at least five days prior to the meeting.

Board meetings: there will be an agenda item to address the business of the Education Standing Committee at the annual face-to-face ICM Board meetings. The Committee may contribute information and expert views to relevant items, either electronically or face to face or through the ICM Board Education Standing Committee member as appropriate.

Meetings
Education Standing Committee: as a minimum, one face-to-face meeting of the Committee will be held at each triennial ICM Congress. Otherwise, meetings will be held electronically, at least twice per annum and more frequently if deemed necessary by the Co-Chairs of the Committee.

Quorum
A meeting will be considered quorate if half plus one of the membership is in attendance.

Decisions
Decisions of the meeting will be made by consensus. If a vote is held, it will be considered carried if more than half of those in attendance vote for the motion. If a vote is locked the Co-Chairs will hold the deciding vote. If the vote remains locked the matter will be referred to the Board with a briefing paper attached.

Reporting
Minutes of each meeting will be forwarded to the ICM office within one month of the meeting.

A written report will be provided by the Co-Chairs to the Chief Executive for the Confederation’s Annual Report.

A written report will be provided by the Co-Chairs to the President for the annual mid-year Board meeting and the Triennial Council Meeting.

Other updates will be provided as requested.

Resources and Budget
An allocation will be made in the annual ICM budget to cover costs of communication. Funding will also be allocated if possible to cover travel for one face-to-face meeting per triennium. The use of other ICM resources may be negotiated with the Chief Executive through the allocated Committee staff member. Funding may be procured from time to time by the ICM office to cover some costs of specific education projects.
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References


Date reviewed
2 October 2017

Date for review
31 October 2019

Authorised by:

[Signature]

26/01/2018

Franka Cadée
ICM President

Date