
Education Panel Terms of Reference

1. Purpose

The purpose of the Education Panel is to develop, implement and deliver a co-ordinated programme of education and training for students pursuing different pathways.

2. Responsibilities

The Education Panel is a sub-committee of the Technical Panel. The Education Panel is accountable to the Technical Panel and is responsible for developing a strategy for the education and training of students that is focused on 'who' and 'how' we teach. The strategy may explore the efficacy of the following components:

- (i) a quality education framework.
- (ii) an instructor accreditation framework.
- (iii) student and instructor pathways.
- (iv) a Coach Educator Programme 'teach the teachers'.

To discharge these responsibilities the Education Panel will:

- a. Prepare an annual workplan that is consistent with delivering on the overall strategic direction of ITFNZ and submit to the Technical Panel for co-ordination across sub-committees, consolidation, and endorsement.
- b. Prepare an annual budget request to submit alongside work plan to the Technical Panel for endorsement.
- c. Notify the Technical Panel and the board of any variations from the workplan and budget.
- d. Develop a multi-year calendar of events to co-ordinate learning.
- e. Consult with the membership on workplan activity as considered appropriate.
- f. Demonstrate it has considered the impact of its decisions on the overall experience of students and instructors, and on the financial impact on ITFNZ.
- g. Report on its progress quarterly as specified or requested by the Technical Panel.
- h. Submit an annual report to the Technical Panel and the board summarising the committee's activities during the year and the related significant results and findings.
- i. Follow the communications protocol established by the Technical Panel for communicating between sub-committees, to the Technical Panel, and to members.

3. Joint/Crossover Responsibilities

The Education Panel is part of the Technical Panel, together with Qualifications, Examiners, Tournament & Umpire, and Talent Development Panels. Education issues or initiatives may impact other areas. Consultation with the Education, Examiners, Tournament & Umpire, and Talent Development Panels on proposals that impact on the work of these sub-committees is essential. Good communication is important within the Technical Panel.

4. Operating Principles

The Education Panel, when undertaking its responsibilities, will do so in a way that:

- Promotes the standards, values and tenets of Taekwon-Do.
- Embraces a member focused philosophy by placing their needs and aspirations at the centre of the development of the Art.
- Considers the overarching impact of its decisions on instructors.
- Embraces a diversity of experience and perspectives, and an open and inclusive approach to decision-making.

5. Membership

- a. The Education Panel shall be appointed by a board sub-committee specifically established for this purpose. Vacancies will be advertised.
- b. The Education Panel shall consist of up to six (6) members.
- c. Each Education Panel member is appointed for a three (3) year term. Appointments will be staggered so that only two (2) members shall retire in each year.

- d. Members may seek reappointment at the end of their first term but may not serve more than two consecutive terms (six (6) years in total) before standing down. They may seek appointment at a future date.
- e. The chairperson of the Education Committee shall be appointed by the board on an annual basis.
- f. The chairperson will also be a member of the Technical Panel which meets quarterly.
- g. The Panel shall be structured to include the following experiences:
 - (i) Education teaching/training background.
 - (ii) Instructor experience as a fully qualified ITF licenced instructor.
 - (iii) Assistant instructor, to provide context of the early journey.
 - (iv) Kubz qualified instructors.
 - (v) Mini-Kids instructors.
- f. ITFNZ has a diversity target of 40% minimum Female or Male representation on board sub-committees. The board reserves the right to appoint a representative to the Panel to ensure diversity in representation and opinions.
- g. The board may appoint an external adviser to be a member of the Education Panel on such conditions as it determines, and the term of appointment cannot exceed 12 months.
- h. A quorum shall be four (4) members, one of whom shall be the chairperson.

6. Operating Procedures

- a. The Panel may invite members of management and such other persons as it deems necessary to provide appropriate information and explanations.
- b. The Technical Director and the Chief Executive shall have the right to attend and speak.
- c. The Panel shall have the right to go 'in committee' as required.
- d. The chair shall call a meeting of the Education Panel if requested by four (4) Panel members or the board.
- e. The chair shall draw up an agenda to be circulated at least one week prior to each meeting. The agenda shall be distributed to the members of the Panel, the Technical Director, the Chief Executive and other invitees.
- f. Meetings shall be held at least quarterly, or more frequently as and when necessary. Meetings are to be held at scheduled times during the year in accordance with the Panel's planned programme and the Technical Panel meeting schedule.
- g. The Panel will work with management to implement its annual workplan.
- h. Panel meetings shall be minuted and shared with sub-committees, the Technical Panel and management.
- i. The Panel shall annually assess its effectiveness and the contribution of individual Panel members. Changes in personnel, roles or responsibilities shall be determined by the board.

7. Authority

- a. The Panel is authorised by the board to investigate any activity covered by its functions and responsibilities. It is authorised to seek any information it requires from the Chief Executive or the Technical Director who shall co-operate with any request made by the Panel.
In addition, the Education Panel shall examine any other matters referred to it by the board and/or Technical Panel.
- b. Should the Panel require legal or other independent professional advice, it shall submit a request to the Chief Executive, outlining the reasons why such advice is sought. The Chief Executive will decide whether to proceed with the request.
- c. The Education Panel shall have no executive powers regarding its findings and recommendations other than those bestowed by the board.
- d. Any proposed changes to these Terms of Reference must be submitted to the board for approval.
- e. The Panel collectively, nor its' individual members, have no authority to commit ITFNZ to any expenditure.