

Education and Membership Committee Terms of Reference 2011

The Education and Membership Committee shall develop policy and provide expertise and advice on all issues regarding the education and continuing professional development (CPD) of landscape architects and on the standards of entry for the LI's membership grades, in support of the Institute's objectives and development plan.

Terms of Reference

The Education and Membership Committee will:

- Develop and review annually an action plan of activity on how the Committee will meet the objectives set out in the Development Plan and report on progress at each meeting of the Board of Trustees.
- Consider and respond to material passed to it from the Board, other committees, members of the Institute and the Secretariat, and identify and consider any other issues arising from or impacting on the LI's activities within education and continuing professional development, prioritising and apportioning tasks accordingly.
- Coordinate the LI's responses to consultative documents issued by external bodies, which may influence the LI's policies on education, CPD or membership, and coordinate the appropriate representation on external bodies, committees and working groups.
- Monitor and review the content of Landscape Institute material relating to membership, education and skills, including all relevant policy and position statements.
- With the approval of the Board, set up working groups and sub committees in support of the Committee's Terms of Reference and objectives, and monitor and coordinate their activity, receiving reports and making recommendations to the Board for approval as appropriate.
- Determine levels of educational and professional competence required for membership, and in particular,
 - monitor and advise on the Institute's standards and procedures for admission to its membership grades,
 - ensure that entry to the Institute, and progression within its grades, is open to all who meet the LI's standards and
 - promote the development of the Institute as the chartered body for those involved in landscape design, management and science and other such professional activities which fall within the Charter's definition of landscape architecture.
- Facilitate and promote, through the award of the grade of Fellow and Academic Fellow, the recognition of those who have made an outstanding contribution to the profession and the practice of landscape architecture.
- Oversee the accreditation and review of higher education programmes, and in particular,
 - ensure that the LI's accredited courses provide an high quality initial professional education for those wishing to embark on a career in the profession,

- consider and approve the ASC's recommendations for the reaccreditation of existing programmes and
 - make recommendations to the Board on the accreditation of new programmes.
- Ensure that the processes and standards for qualifying for chartership are robust and fit for purpose, meet the needs of all members entering the LI, and provide a foundation for lifelong learning.
- Develop, support and promote a culture of lifelong learning in the profession and implement systems to monitor member's compliance with their obligations in respect of CPD in LI's Code of Conduct.
- Keep under review, develop and make recommendations to the Board as appropriate with regard to the LI's membership infrastructure, ensuring that all structures, procedures, syllabi and requirements are fit for purpose and support the progression and development of members, and implementing such recommendations as are approved by the Board.
- Represent the interests of students within the Landscape Institute, developing the student community and creating opportunities for students to become engaged in the profession
- Ensure that the LI is kept abreast of key educational developments, responding to initiatives and agendas as required to maintain the LI's reputation and standing as a professional body and regulator.
- Prepare and draft details of delivery of the action plan for use in the Landscape Institute annual report no later than June.

Delegated Authority

- The Education and Membership Committee will have the authority to make written and verbal statements on behalf of the Landscape Institute. In order that the committee may do so with confidence, the Board will ratify the membership of the Committee.
- Where necessary in the interests of expediency, such authority may be exercised by the Chair of the Committee.

Chair

- The Board of the Landscape Institute will appoint a Chair and a Vice Chair who will each serve a maximum of two consecutive terms of two years unless in exceptional circumstances and on the recommendation of the Board the Chair or Vice Chair is elected for one further consecutive term of a maximum of two years.

Membership

- The Committee will not exceed 12 members in total, including co-options.

- The Director of Education and Membership and Head of Professional Development will attend and participate in meetings but will not vote.
- The Committee will include, as ex officio members, the Chair (or his or her nominated representative) of the Schools of Landscape Architecture (SCHOLA) and a student representative.
- Members can be from the Licentiate, Member or Fellow grades.
- Members will normally sit for a maximum of two consecutive terms of two years unless in exceptional circumstances the Board recommends that they remain for one further term of a maximum of two years.

Quorum

- A meeting will be quorate when 5 members or more are present.

Sub Groups

- Any sub-group will be chaired by a member of the Education and Membership Committee.
- The Committee will establish the terms of reference for any groups formed and will monitor and review the progress of such groups at each of its meetings.

Co-options

- If required, and with the consent of the Board, the Committee may make co-options to the Committee to take forward its work. Such co-options will be for a term of one year only, with an option for a further one-year period, if agreed by the Board. A maximum of 2 co-options may sit on the Committee at any one time.

Accountability

The actions of the Committee are directly attributable to the Landscape Institute therefore all members of the Education and Membership Committee have a general duty to act in the best interests of the Landscape Institute and to adopt the following standards for Committee members and trustees, which are based on the principles of the Nolan Committee:

Selflessness

Committee members and trustees of the Landscape Institute have a general duty to act in the best interests of the Landscape Institute as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.

Integrity

Landscape Institute committee members and trustees

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;
- As well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Objectivity

In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, Landscape Institute committee members and trustees should ensure that decisions are made solely on merit.

Accountability

The Landscape Institute's committee members and trustees:

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the Landscape Institute;
- Are accountable for their decisions and actions to members, the public and funders. They must submit themselves to what scrutiny is appropriate to their role.

Openness

The Landscape Institute's committee members and trustees:

- Should ensure that confidential material, including material about individuals, is handled in accordance with due care;
- Should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands

Honesty

The Landscape Institute's committee members and trustees:

- Have duty to declare any interests relating to their role as a committee member and to take steps to resolve any conflicts that may arise. Where private interests of a committee member/trustee conflict with their duties, he/she must resolve this conflict in favour of the committee member role;
- Must make relevant declarations of interest in the different circumstances and roles they play both within and outside of the Landscape Institute.

Leadership

The Landscape Institute's committee members and trustees:

- Should promote and support the principles of leadership by example;
- Must respect the role of the Chief Executive and Secretariat staff.