THE INSTITUTE OF CHARTERED ACCOUNTANTS IN AUSTRALIA

EDUCATION BOARD CHARTER

Organisation

This Charter governs the operations of the Education Board. A Code of Conduct for Committee Members including conflicts of interest disclosure, an evaluation process and policies and practices to be followed by Committee Members is contained in the Committee Governance Manual. The Committee shall review and reassess the Charter at least annually and obtain the approval of the Board of Directors. The Committee shall be appointed by the Board of Directors.

Responsibilities:

1. To advise the Board on the strategic direction of pre-admission education and practical experience.
2. To advise the Board on the appropriate policies for pre-admission education and practical experience and recommend changes to Bylaws, Regulations and Chartered Accountants Program rules and procedures.
3. To monitor quality systems and continuous improvement to maintain admission standards and learning experience.
4. To review and approve Member Advisory Panel recommendations for the Chartered Accountants Program.
5. To monitor the progress of candidates from alternative entry pathways.
6. To provide input and comment to the Board on specific topics that relate to the responsibilities of the Chartered Accountants Program as requested by the Board.
7. To undertake specific projects requested by the Board
8. To facilitate research to monitor the relevance and quality of the Chartered Accountants Program, within a national and international context.

Chair:

The Chair should be elected by the members of the Education Board or appointed by the National Board.

Chair's Tenure:

Triennial (to align with academic convention for heads of school, chairs of academic boards and postgraduate coursework committees providing continuity in learning strategy and delivery).

Committee Composition:

In addition to the Chair the Education Board shall consist of nine (9) persons drawn from the following:

- 5 Academe
- 4 Industry
- 1 National Board (ex officio)

Committee tenure:

Three years or such earlier period as the National Board may determine from time to time.

Meetings

The Education Board will meet four times a year, with authority to convene additional meetings, as circumstances require. All Education Board members are expected to attend each meeting, in person or via teleconference. The Education Board will invite members of management, or others to attend meetings and provide pertinent information, as necessary. Minutes will be prepared and submitted to the National Board.

Quorum:

Five members will form a quorum.

Approved by the Board March 2011

Review of Committee:
The Chair of the Governance Committee or Governance Committee representative and the Chair of the Education Board shall meet annually to discuss the Education Board's performance. The Chair of the Education Board shall each year discuss with each member of the Education Board, their performance.

Reporting:
The Education Board shall formally report at least annually to the National Board. The National Board will consult on education matters with the Chair of the Education Board.