



A/3.1 AVA CVP Education Committee Terms of Reference

1. Role

The AVA is required to ensure that any educational programs offered under its auspices are conducted in a responsible and ethical manner. The AVA has established the AVA CVP Education Committee to provide oversight of academic governance for ensuring the effective development, implementation and review of academic programs and policies and the maintenance of academic standards within the AVA Chartered Veterinary Practitioner™.

The AVA CVP Education Committee is an academic committee accountable to the AVA Chief Executive Officer. All AVA CVP academic committees and sub-committees will report through the AVA CVP Education Committee to the AVA.

2. Function

The AVA CVP Education Committee will:

- advise the AVA CEO and recommend where appropriate on the academic strategic directions and practices of the AVA Chartered Veterinary Practitioner™
- approve, accredit and re-accredit, on delegated authority of the AVA CEO, all new AVA Chartered Veterinary Practitioner™ program level developments and significant changes to existing programs.
- monitor academic integrity and academic standards, and oversee the quality assurance arrangements for all academic activities, and reports to the AVA CEO on these matters at least annually
- approve, on delegated authority of the AVA CEO, academic policy and procedures for the AVA Chartered Veterinary Practitioner™
- grants academic completion of the AVA Chartered Veterinary Practitioner™, on delegated authority of the AVA CEO.

The AVA will assign resources to oversee management of:

- the AVA Chartered Veterinary Practitioner™
- finance
- risk and issues
- administration
- promotion of the AVA Chartered Veterinary Practitioner™ to members and the public.

3. Authority

The AVA’s Chief Executive Officer (or their nominee) will endeavour to meet with the Chair, AVA CVP Education Committee on an annual basis to discuss matters such as the annual report from the AVA CVP Education Committee or any other issue which may impact on the effective development, implementation and review of academic programs and policies and maintenance of academic standards within the AVA Chartered Veterinary Practitioner™.

3.1 CVP Education Committee Delegations

The AVA CEO has established the following delegations:

Activity	Scope of delegation
Appointment and re-appointment of AVA CVP Education Committee Members	Chair, AVA CVP Education Committee (in consultation with AVA CVP Program Manager)
Approval of AVA Chartered Veterinary Practitioner™ accreditation and reaccreditation, including new program developments and significant changes to existing programs	Chair, AVA CVP Education Committee (in consultation with AVA Head of Education, AVA CVP Program Director, and AVA CVP Program Manager)
Approval of academic policy and procedure relevant to the AVA	Chair, AVA CVP Education Committee (in consultation with AVA Head of Education, AVA CVP Program Director, and AVA CVP Program Manager)
Granting of AVA Chartered Veterinary Practitioner™ academic completion	Chair, AVA CVP Education Committee (in consultation with AVA Head of Education, AVA CVP Program Director, and AVA CVP Program Manager)

4. Membership

The AVA CVP Education Committee will comprise a minimum of eight members as outlined in Membership Category, and not exceed a maximum of 12 members. The minimum number (quorum) of voting members to conduct AVA CVP Education Committee business will consist of the AVA CVP Education Committee Chair (or their nominee), AVA CVP Learning & Teaching Committee Chair (or their nominee), AVA CEO (or their nominee), and at least two members with expertise in the matter under consideration. Approval may be provided either verbally via a scheduled face-to-face or online meeting format or within a designated out of session meeting provided for member review and recommendation via electronic platforms, such as email and MS Teams.

AVA CVP Education Committee members may be appointed to a membership category for up to three-years. Member performance may be reviewed annually. Normally, the AVA CVP Education Committee Chair will review members of the AVA CVP Education Committee, and the AVA CEO (or nominee) will review the AVA CVP Education Committee Chair. Options to renew membership appointments may be offered, subject to membership category availability and past performance.

An annual honorarium may be paid to AVA CVP Education committee members who meet member responsibilities and in line with the AVA *CVP Honorarium Policy/Procedure*.

Reasonable costs incurred on behalf of the AVA will be reimbursed. Pre-approval via the AVA CVP Program Manager must be sought prior to expenditure.

4.1 Membership category

- Chair – a person with suitable experience and whose other responsibilities will not impair the AVA CVP Education Committee’s capacity to carry out its obligations. The Chairperson will be elected by the AVA CVP Education Committee membership and reviewed annually;
- The AVA CEO (or their nominee), *ex-officio*
- AVA CVP Learning and Teaching Committee Chair *ex officio*
- At least one (1) person with knowledge of, and current experience in small animal veterinary practice;
- At least one (1) person with knowledge of, and current experience in small animal specialist veterinary practice;
- At least one (1) person with knowledge of, and current experience in small animal veterinary academia;
- At least one (1) person with veterinary qualifications that has graduated within the past 10 years;
- At least one (1) person with knowledge of, and current experience in the delivery of education. Experience with online methods of education delivery will be highly regarded.
- At least one (1) member with experience in financial and project management.

4.2 Responsibilities of CVP Education Committee members

Each member of the AVA CVP Education Committee is entitled to one vote on recommendations tabled for approval.

AVA CVP Education Committee members will:

- attend each scheduled meeting or provide a formal apology at the earliest possible opportunity;
- engage with material circulated ahead of meetings to ensure they are about to contribute meaningfully at the meeting;

4.3 Working parties, co-option and observers

The AVA CVP Education Committee may invite people with specific expertise to provide advice as required and/or observers to attend AVA CVP Education Committee meetings in part or in full. Invited individuals are ineligible to vote on meeting proposals but may provide their opinion if requested by the AVA CVP Education Committee Chair.

The AVA CVP Education Committee may form working parties, either from within the AVA CVP Education Committee membership or by invitation to people with specific expertise as required. Working parties will elect a project lead from within the group. The working party project lead will be responsible for acting as the conduit between the working group and the AVA CVP Education Committee and will be required to provide written reports to meetings as requested.

5. Meetings, reporting and minutes

Frequency of meetings: The AVA CVP Education Committee will meet as per the schedule of meeting dates. Special meetings may be called by the AVA CVP Education Committee Chair as required.

Format of meetings: A combination of face-to-face and online conferencing.

Reports to: AVA CEO. A report on governance and/or operational matters from each meeting may be referred to the AVA Board and/or members of the AVA Executive Leadership Team.

Minutes: Meetings may be audio and visually recorded and will be formally minuted.

6. Member conduct

Members of the AVA CVP Education Committee are to:

- exercise objectivity and integrity in the discharge of their duties and responsibilities;
- refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
- exercise sound judgement guided by the highest personal standards of honesty and integrity in all matters relating to membership of the AVA CVP Education Committee;
- ensure they do not place themselves in situations which could lead to, or be perceived to, give rise to a conflict of interest;
- disclose to the AVACVP Education Committee Chair any matter which could compromise, or be seen to compromise, the performance of their duties on the AVA CVP Education Committee or give rise to a perception of a conflict of interest; and
- have a sound understanding of, and demonstrate behaviour consistent with, the AVA's *Code of Professional Conduct*. The AVA *Code of Professional Conduct* sets out requirements in relation to conflicts of interest, disclosure, confidentiality, and other policies to be followed by Committee members

7. Review of Terms of Reference

The Terms of Reference will be reviewed by the AVA CVP Education Committee Chair and a member of the AVA's ELT responsible for managing operations annually, or earlier if required by external regulatory bodies.

Relevant stakeholders may attend meetings as appropriate to the Committee's objectives

Agenda and pre-reading papers will be distributed in advance of each meeting

8. Modification History

Version	Date	Source	Details
0.0		National Manager, Operations	<ul style="list-style-type: none"> Development of TOR
0.1	00.06.19	Chair, CVP Education Committee	<ul style="list-style-type: none"> Major revision to objectives, responsibilities, composition, governance, Minor revision to organisation, meetings, reporting and review sections
1.0	06.08.21	ASAV, EO	<ul style="list-style-type: none"> Realignment of TOR to CVP education and accreditation program developments. Inclusion of delegation schedule Inclusion of relevant AVA policy and procedure references.
1.01	12.08.2021	ASAV, EO	Minor revision to reimbursement of expenses provision.
1.02	23.08.2021	ASAV, EO	<ul style="list-style-type: none"> Minor revision to incorporate CVP Education Committee review comments and clarification of committee member review provision.
1.02	14.09.2021	CVP Education Committee	<ul style="list-style-type: none"> Endorsed by CVP Education Committee
1.03	15.09.2021	ASAV SIG Education Committee	<ul style="list-style-type: none"> Clarification on appointment of the Chair, CVP Education Committee
1.03	15.10.2021	AVA CEO	<ul style="list-style-type: none"> Approved Administrative revision to add CVP Policy reference
2.00	02.06.2022	AVA CVP Program Manager	<ul style="list-style-type: none"> Major revision to sections 1. Role, 2. Function, and 3. Authority to reflect the establishment of the AVA CVP Learning and Teaching Committee Minor revision to section 4. Membership to include definition for committee quorum and decision making process

			<ul style="list-style-type: none"> • Minor revision to section 4.1 Membership category to include Chair, AVA CVP Learning and Teaching Committee as ex-officio member. • Minor revisions throughout to incorporate trade mark requirements for reference to AVA Chartered Veterinary Practitioner™
2.01	13.06.2022	AVA CVP Education Committee	<p>Minor revision to:</p> <ul style="list-style-type: none"> • Section 1. Role. To clarify relationship with AVA CVP Learning & Teaching Committee • Grammar for clarity of expression <p>Endorsed by AVA CVP Education Committee.</p>
2.01	14.06.22	AVA CEO	Approved.