



TERMS OF REFERENCE: Training Committee

Background

This committee is formed further to approval of the Training Strategy Project Report by the Board in November 2023. It replaces the disbanded Training and Quality Assurance Committee and Training Implementation Team.

Purpose

To support and develop CISV International's training, learning and development recommendations identified in the Training Strategy Project Report.

Objectives

- Evaluate and prioritise Training Strategy Project Report recommendations in context of practical implementation considerations
- Develop achievable implementation plan to facilitate progressive achievement of recommendations
- Monitor and review implementation plan in response to delivery outputs (forecast and emerging)
- Engage with CISV volunteer networks to establish impactful working groups as the implementation plan requires
- Incorporate and prioritise emerging organisational training challenges (that fall outside of the Training Strategy Project Report) into the work of the Training Committee based on organisational need
- Research and evaluate viable frameworks to support minimum competencies and, where indicated, quality assurance frameworks that meet the threshold for organisational need
- Evaluate and develop an achievable programme of training curriculum review and upgrade in line with organisational calendrical need
- Review and update M-01 Training and Certification Policy and Procedures to align with strategic implementation as agreed by the Training Committee

Position within Structure

The Training Committee is part of the International Committee structure, as a standing Operational Committee. All relevant practices and procedures apply.

Reporting

Operational Committees report to the Secretary General either directly or through the Chair. It is the Secretary General's responsibility to ensure that all relevant information required by the Board to fulfil their duty is provided in a timely manner and to the level of detail required.

Cross Committee and Organisational Cooperation

- Education & Research
- Organisational Development
- Safeguarding & Risk Management
- Regional Managers
- IJB Team
- IT Officer

Commitment

The Training Committee will meet once a month on an agreed cycle. These meetings will take place on Teams and be coordinated by the Chair to facilitate representative attendance for all members. The Committee may determine and agree additional commitment to working groups in line with the implementation plan. Members are not obliged to join Working Groups in addition to the Training Committee but if their non-CISV commitments allow, their involvement will be welcome.

Committee members are expected to participate in virtual meetings and work independently. Where a member cannot attend a Committee meeting, they are expected to view the recording/minutes of the meeting within 2 weeks of the meeting taking place if they wish to their contribution to be recorded.

Term & Role

Volunteer committee members will be appointed for terms of 3 years. At the end of their first term, they may elect to stay on for a second 3-year term if mutually agreed upon with the Chair. Each person may serve up to 2 terms in the same position. After such time, they must retire from that position for a minimum of 1 year.

International Junior Branch representative terms will be for 2 years instead of three, and they may serve up to 3 terms in the same position.

Selection and Appointment Process

Recruitment follows the process outlined within the Volunteer Recruitment Policies and Procedures and led by the Committee Chair. The Chair of the Committee will be the Training and Education Officer or designate as assigned by the Secretary General. In addition to the Chair, a total of 9 members can serve on the Committee at any one time. One must be a Junior Branch member.

Each Committee may include one Junior Branch member, based on availability and interest, who will be a member of the IJB team. The Junior Branch member will be a full Committee member, whose role is to be a point of communication between the IJB Team and the Committee, to ensure cooperation and the sharing of best practice. The IJRs will select members of the IJB Team to join the Committees, according to the skills and knowledge required by the Terms of Reference of each Committee. As a Committee member, an IJB Team member is jointly responsible to the Chair of that Committee and the IJRs, but they are ultimately responsible to the IJRs.