

INDEPENDENT DOCTORS FEDERATION (IDF)

**Terms of Reference
IDF Education Committee**

Committee name and type

The Education Committee is a standing committee of the IDF.

Purpose

To oversee and recommend the educational agenda for the IDF membership to support clinical governance in the independent sector.

Scope

- (a) to plan the breakfast/lunch/evening educational meeting content and frequency
- (b) to agree on symposiums and/or seminars for the year and work with IDF members who hold a special interest in the subject area
- (c) to oversee the educational content of the annual international educational study weekend
- (d) to recommend subjects of interest for the membership and to poll the membership for subject matter once a year
- (e) to undertake post event reviews
- (f) to liaise with the Managing Director to secure sponsorship from IDF Corporate Members
- (g) to ensure that appropriate certification of attendance is available for all IDF members attending any educational event

Authority

The Education Committee reports to the Executive Board.

Membership

- The Chair of the Education Committee is selected by the Executive Board. The members of the Committee are identified by the Chair and the membership of the

Executive Board. In addition to this, members are able to nominate themselves for a seat on the committee once a year, with a ballot of the membership to take place where more members come forward than there are seats available

- The term of office is 3 years and may be extended for a further 3-year period.
- There are 8 members of the Committee and the IDF Managing Director and the IDF Events Administrator have a standing invitation. The Chair may invite guest speakers or individual experts to attend for discussion purposes
- A quorum shall be not fewer than 3 members

Meeting arrangements

The Education Committee shall meet no fewer than 5 times a year. These meetings can take place either virtually or face to face.

Reporting

The Education Committee will report to the IDF Executive Board.

Resources and budget

The offices of the IDF are available to host meetings and light refreshments are provided by the IDF. All educational events should as far as is practicable cover all costs.

Annual Self-Assessment

The Committee will undertake a self-assessment of its performance annually by reviewing its activities against these terms of reference. The Committee will recommend any changes to its terms of reference to the Executive Board.