

## Committee Terms of Reference

### Education (Boating Careers)

Unless otherwise agreed by the Board, the committee shall consist of –

- A Chairman
- Between two to four members including the CEO, and representatives from the manufacturing division.
- Between one to two members from the TAFE and education sector.
- The convenor/secretary, who will ordinarily be the BIAV Education and Industry Skills Manager

Meetings will be held four to six times per year, planned in advance at the conclusion of the previous year.

The convenor/secretary will take minutes of the meetings which will be available to the Board if/when required, as will be a summary/update of meeting outcomes.

#### Functions -

- Provide expertise, input and advice with regard to the education and industry skills sector and toward BIAV's Boating careers platform.
- Provide feedback from other members and people from across the education area
- To provide and/or workshop ideas as part of the committee
- To make recommendations on various aspects of immersion and other activity planning
- Provide concepts based on solid knowledge and understanding of the education and industry skills issues that are relevant to Marine Industry
- Provide expertise and input with regard to skills shortages and methods by which to address them
- Provide expertise and input with regard to course shortages and methods by which to address them including them being addressed by BIAV itself as an actual training provider
- Provide expertise with regard to the TAFE and pre- apprenticeship sector.
- Contribute to the BIAV apprentice related awards program
- To follow and comply with the Commitment elements listed below

#### Commitment

1. Provide good governance and when applicable good financial responsibility in relation to BIAV
2. Act in line with BIAV's Code of Ethics, in good faith and in the best interests of BIAV
3. Act in a competent, ethical and honest manner in relation to all BIAV involvement
4. Exercise due care and diligence in fulfilling the function as a committee member
5. Not take personal advantage of my committee position, nor allow personal, family or business interests to conflict with the interests of BIAV
6. Not bring discredit or disrepute upon BIAV
7. Ensure confidentiality of committee and BIAV business knowledge acquired, including after completion in the role
8. Support committee decisions once consensus is reached, even if personally not in favour
9. Take a positive, active and engaged involvement in the meetings and committee activities
10. Use best endeavours to be a contributing advocate and ambassador for the committee, its output, and BIAV
11. Resign, in writing c/o the CEO, if unable to fulfil committee duties, or the requirements of this form