



Education Committee

TERMS OF REFERENCE

Purpose:

Based on the Operational Business Plan for a governing year, support the AMBA staff in the maintenance and review of the MAP program; spearhead the development of any new education programs, and provide insight on industry needs regarding additional training and professional development.

Scope:

- *Successfully complete approved annual work plan*
- *Support the Executive Director and/or Education Specialist in responding to MAP student questions and inquiries*
- *Assist the Executive Director and/or Education Specialist in reviewing and updating the MAP program on a regular basis*
- *Provide feedback and industry insight into relevant industry changes that affect the MAP program*
- *Research best-practices and national education programs for comparison purposes and collaboration opportunities*
- *Support marketing and communications efforts to promote the MAP program*
- *Assist the Executive Director and/or Education Specialist in liaising with RECA regarding education and licencing requirements*
- *Research potential professional development and/or training topics that may be relevant to the membership*
- *Promote relevant and approved industry certifications within the membership*
- *Assist the AMBA team as needed with administrative education program requirements*

Committee Type:

Operational Committee

Membership & Structure:

Up to 6 members comprised of 1 Director, a minimum of 2 non-director members, and the Executive Director/Education Specialist

- Chair (Board Director)
- Past-Chair
- Chair-Elect
- Staff Liaison (Executive Director)

Subcommittees:

Subcommittees may be formed to complete specific tasks/projects as needed.

Meetings:

Meetings will occur a minimum of 4 and a maximum of 12 times annually.

Location of Meetings:

Meetings will be held at the AMBA office or by Zoom videoconference.



Reporting

The Education Committee is accountable to the Executive Director.

Term Limits:

Committee members serve a minimum term of 1 year and a maximum term of 4 years

Quorum

A quorum shall consist of more than 50% of the voting membership on the committee.

Voting

Business arising at any meeting of this committee shall be decided by a majority of votes. The Committee Chair shall not have a second vote in case of a tie.

Committee Members:

Membership to this committee is determined based on application. Applications will be reviewed by the Executive Director and the best-fit candidates selected accordingly.

Amendments or Changes to Terms of Reference:

Terms of Reference will be reviewed and approved annually by the Board of Directors.

Date of Last Review:

December 19, 2019

Skillset

Knowledge

- *Be familiar with AMBA's vision, mission, values, goals, strategic plan, governance structure*
- *Have an understanding of the not-for-profit sector and member-based organizations*
- *An understanding of AMBA's MAP program and provincial licencing requirements*
- *An understanding of the AMPC certification*
- *Strong didactic familiarity of the mortgage industry*

Leadership

- *Ability to inspire and mentor others*
- *Use resources effectively to achieve set goals, including organization tasks, delegating responsibilities, and directing resources*
- *Enthusiasm and passion for continuing education and professional development*

Strategic Thinking & Decision Making

- *Ability to consider the big picture while being goal/future-oriented*
- *Ability to process large amounts of information; synthesize and incorporate multiple viewpoints and perspectives*
- *Ability to make informed decisions efficiently and take action when needed*
- *Ability to be objective at all times about what is best for the whole association rather than what is best for a particular constituency*

Experience

- *Experience in educational design or continuing education an asset*