

# Training and Accreditation Committee (TAC)

## Terms of Reference

### 1. Purpose

The purpose of the Training and Accreditation Committee is:

- a. To provide potential applicants for Recognised Provider status with information, content, and resources, and to assist other committees with resource information regarding Training and Accreditation as requested.
- b. To guide and assist Recognised Training Providers RTPs and potential RTPs in course design and delivery in accordance with the Standards.
- c. To guide and assist Recognised Accreditation Providers RAPs and potential RAPs in meeting their obligations under the AMDRAS.
- d. To respond to queries about training and accreditation under the Standards from AMDRAS members, and where appropriate from dispute resolution practitioners and external stakeholders.
- e. To recommend amendments to the AMDRAS regarding training and accreditation requirements as appropriate.

Note: This committee differs from the Application and Assessment Committee, which reviews and makes recommendations to the Board regarding applications under AMDRAS from potential Recognised Providers, organisation seeking course recognition or dispute resolution practitioners who are permitted to apply directly to the board for recognition.

### 2. Membership

- a. The AMDRAS Chair will be an ex-officio member and there shall be 3-4 Board members, including a Convenor, appointed as members after each Annual General Meeting of the Board.
- b. Non-Board members may be appointed by the Board to sit on the Committee.

### 3. Meeting Schedule

The TAC must convene a meeting at least once in any three-month period, and at other times as required. During AMDRAS implementation, it may be necessary to meet more regularly to provide guidance, templates, and other materials to support the members.

### 4. Authority

- a. The Board's authority to delegate any of the directors' powers to a committee or committees can be found in clause 10.18 of the AMDRAS Constitution.
- b. The Board's role to provide support and encouragement outlined in AMDRAS clause 76 a) The Board provides support and encouragement to AMDRAS Members in their efforts to meet their responsibilities under AMDRAS.

- c. The Board's role in amending aspects of the AMDRAS is outlined in AMDRAS clause 77 and 84.

## 5. Responsibility

The TAC will:

- a. answer queries and receive feedback from members on matters of training and accreditation and respond in a timely fashion.
- b. be responsive and proactive in providing necessary guidelines and documentation in the implementation or application of training and accreditation.
- c. Seek advice from other committees as necessary if a training and accreditation matter requires their engagement.
- d. Determine if amendments to the AMDRAS regarding training and accreditation are recommended and draft for the consideration of the Board.

## 6. Reporting Obligations

- e. the Committee will report to each meeting of the Board of Directors, including the Annual General meeting if required.
- f. report on responses sent to member organisations, mediator members, or external stakeholders in a timely manner.
- g. seek Board approval prior to responses or other communications that create new precedents.
- h. where Board approval may not be able to be obtained in a timely manner, the Committee Convenor will consult with the AMDRAS Chair as to the appropriate timely action.