

TERMS OF REFERENCE

Professional Experience Advisory Group (PEAG)

Overview:

Professional Experience Advisory Group (PEAG) is a working group supporting the **Scholarship Committee**. The (PEAG) is a discussion forum bringing together the various field education officers at Tabor who have responsibilities for implementing policy, procedures, and guidelines.

1. Function of the Committee

- 1.1. The PEAG will be a forum for discussion among members and to give recommendations to the **Scholarship Committee** in regards to changes required to the content and implementation of policy, procedures, and guidelines and to foster and implement any strategic opportunities within the professional field education sector.

2. Expectations / goals of the Committee

- 2.1. The PEAG will work with the **Scholarship Committee** chair to oversee the efficient and effective management of field education placements, including identifying and implementing cooperative practices across the Faculties.
- 2.2. Ensuring all policy, procedures, and guidelines are current and meeting industry standards.
- 2.3. Identifying changes and items for discussion within the sector
- 2.4. The PEAG will provide feedback and make recommendations to the **Scholarship Committee** on any changes required to current policies, procedures, and guidelines.

3. Committee Membership

- 3.1. The PEAG will consist of at least one field education officer representative from each faculty
- 3.2. The chair of the PEAG will be decided by the **Scholarship Committee**.

4. Quorum of the Committee

- 4.1. As a discussion group, no quorum is required.
- 4.2. Members may, when they are unavailable, send a proxy.

5. Frequency of Meetings

- 5.1. The PEAG will meet a minimum of once per semester (at least 2 times a year) and will meet between semesters as business requires.

6. Reporting Requirements and Relationship to Other Committees

- 6.1. The PEAG reports to the **Scholarship Committee** and advises on all professional placement changes within the sector and or relevant matters requiring discussion.
- 6.2. The PEAG receives reports from individual committee members engaged in the different professional placement areas offered at Tabor i.e. Intercultural, Ministry, Teaching
- 6.3. Report, minute and forward all recommendations to the **Scholarship Committee**

7. Committee Support

- 7.1. The role of Minutes Secretary will be rotated amongst the member of the PEAG

8. Committee Management

- 8.1. Minutes will be kept and confirmed minutes will be forwarded to the **Scholarship Committee**.
- 8.2. Minutes will be kept on Alfresco
- 8.3. The Chair will proof read draft minutes and edit them for accuracy.
- 8.4. All recommendations and issues for broader discussion will be clearly written and presented in a timely manner, allowing sufficient time for consideration by other parties.

Approved by: Academic Director
5th June, 2019