

## Terms of Reference

# Education Committee

Approved: March 2025

## Purpose and duties of the Education Committee

The Education Committee helps COUNTER Metrics deliver engaging education to its members and non-members, as part of our strategic objective to foster and grow an engaged community to increase adoption and use of COUNTER metrics worldwide. The role of the Committee is:

- To regularly review our freely available educational materials, including the Friendly Guides and videos;
- To help construct the programme for the annual COUNTER Conference;
- To advise on the development of new educational materials for members, for delivery as webinars or as part of the COUNTER Academy.

## Composition of the Education Committee

- The Committee consists of five to ten members representing the breadth of the COUNTER community;
- New members are nominated by the COUNTER membership and appointed by the Executive Committee for a fixed term of three years. One further term of three years may be served upon re-appointment;
- The Chair of the Committee may ask members of the Committee who are inactive to step down.
- The Chair of the Executive Committee may elect to attend Education Committee meetings at their discretion.

## Chair of the Education Committee

- The Chair should help the Committee to exercise its responsibilities and ensure the receipt of timely and sufficient information to enable the Committee to perform its role;
- The Chair is responsible for ensuring meetings are conducted in an atmosphere conducive to constructive and open dialogue;
- The Chair will be nominated from within the membership of the Committee for ratification by the Executive Committee;
- The Chair will serve for a term of three years. One further term may be served upon re-appointment;
- The Chair will be required to work with and support the Communications and Engagement Manager or Executive Director for delivery of education activities outside of formal meetings of the Committee.

## Meetings of the Education Committee

- The Committee will set an annual cycle of meetings of which the agenda will reflect and support COUNTER's educational activity;
- Meetings of the Committee will usually be held online, unless previously agreed by a simple majority of the Committee;
- The Committee agenda will be set by the Chair advised by the Communications and Engagement Manager or Executive Director;
- The Communications and Engagement Manager or Executive Director will prepare any supporting papers in consultation with the Chair and will circulate these at least three working days before a meeting of the Committee;
- The Executive Director will retain digital copies of the Committee papers for a minimum of seven years and ensure these are available to Committee members on request.

## Quorum

- The quorum for the transaction of the business of the Committee is one third of the members, unless otherwise specified by the Committee;
- If the numbers of votes for and against a certain proposal are equal, the Chair has a casting vote.

## Communications

- The Communications and Engagement Manager or Executive Director shall maintain an email list which facilitates easy communication by Committee members.