

Education and Training Committee Representative

Term of office

4 years and minimum of 1 PA per month

Job purpose

To act as the link between the Devolved Nation or Division and the College ETC Committee

Key responsibilities

Attend Division Executive Committee and the College Education and Training Committee (ETC) to represent the Division.

Following each ETC meeting prepare a report for the Division Executive.

Respond to administrative requests for agenda items for Executive Committee meetings.

Take a lead in Executive Committee discussions and bring back promptly to the Executive Committee any work undertaken on behalf of the Division.

Respond to new policy or other documentation on behalf of the Division, sometimes at short notice.

Undertake active communication with Division members and report matters of significance to the Executive Committee.

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure.

Such courses of action may include, but are not limited to, removal from College office, or offices.