

# TERMS OF REFERENCE OF THE EDUCATION COMMITTEE

Approved by the Board of Governors on 6 May 2002,  
amended on 29 November 2004, on 3 May 2005, on 13 November 2005,  
on 26 April 2006 and on 19 April 2007

## 1. Purpose

The education committee shall ensure that the policy of the International Baccalaureate Organization with respect to the objectives contained in Article 3 of the Act of Foundation, namely:

*The purposes of the Foundation are to develop and promote programmes of international education for students at the primary, middle and upper secondary school level for adoption by authorized schools in all countries; to develop, administer and promote an international examination for authorized schools giving access to higher education in all countries; to take such actions as are necessary to support these purposes, including but not limited to, educational research, curriculum and assessment development, teacher professional development, consultancy practice, conferences, publishing, and collaboration with governmental, intergovernmental, educational and other institutions*

is clearly expressed and appropriately reviewed so that these objectives can be pursued in an effective and timely fashion within the approved strategic plan and annual budget.

The education committee receives the report of each DP examination session and the awarding of results from the final award committee.

Other than for matters delegated by the Board of Governors (the Board) to the education committee under article 16 of the Rules of Procedure of the Foundation, decisions of the education committee shall be considered as recommendations to the Board.

The Board delegates the appointment of chief examiners for the Diploma Programme to the education committee.

## 2. Risk assessment

The IB academic director will supply the education committee, at least once a year, with a report on risks relating to the work of the committee. The committee will consider the report and, as appropriate, comment on any management recommendations to mitigate against risk in the specific area of competence of the committee.

### 3. Membership

The education committee shall comprise the following members:

- Two members of the Board of Governors who are not heads of schools approved by the Board one of whom will be the chair of the Examining Board
- Four heads of schools, two of whom shall be members of the Board, to be nominated by the heads council and approved by the Board
- Two persons, not being Board members, nor heads of schools, with relevant expertise, approved by the Board for a period of three years and being eligible for re-appointment for a total period not exceeding six consecutive years
- IB director general (*ex officio*, non-voting)
- IB deputy director general (*ex officio*, non-voting)
- IB academic director (*ex officio*, non-voting)
- IB assessment director (*ex officio*, non-voting)
- One of the above voting members of the Board shall also be a member of the finance committee.

The chair shall be a member of the Board nominated by the chair of the Board and appointed by the Board each year up to a maximum of six consecutive years.

The four heads and two Board members (non-heads of school) are appointed for a period of three years, or less if their period of appointment to the Board or the heads council has less than three years to run, renewable up to a maximum of six consecutive years or less if their period of appointment to the Board or the heads council has less than a further three years to run.

The committee may invite no more than two guests to attend a meeting.

In case of a casual vacancy, the chair shall nominate a person, after consultation with the chair of the Board, the director general and the chair of the heads council if the seat is left by a member of the heads council, to serve until the vacancy can be filled in accordance with the ordinary procedure.

### 4. Timing of appointment

The Board shall appoint or approve nominations, as required under paragraph 3 above, of the chair and members of the education committee at its annual general meeting (usually in May). Their terms of office commence after the conclusion of the annual general meeting of the Board.

### 5. Administration and secretarial support

The academic director shall be responsible for the administrative and secretarial support of the committee.

## **6. Rules of procedure**

The education committee shall meet twice a year, normally in conjunction with one of the face-to-face meetings of the Board. However, further face-to-face, telephone or electronic meetings may be conducted as approved by the chair.

The committee shall report its business, including minutes, to the Board. Unconfirmed minutes (ie not yet approved by the committee) shall be issued on the authority of the chair in consultation with the secretary.

Participation of two thirds of the members appointed at any one time shall be necessary for a quorum. Decisions shall be taken by the affirmative vote of a majority of the members participating in the meeting. In the event of an equality of votes, the chair may exercise a casting vote.

## **7. IB academic committees**

The education committee recommends to the Board the establishment of committees to guide its work and approves the terms of reference, membership and rules of procedure of these committees other than for the final award committee which are approved by the council. The Board has approved the establishment of the following academic committees:

- Primary Years Programme committee
- Middle Years Programme committee
- Diploma Programme committee
- Diploma review committee
- Professional development committee
- Research committee
- Final award committee

## **8. Meeting expenses**

The IB shall refund all reasonable travel, accommodation and subsistence expenses incurred by members attending meetings of the education committee.

April 2007