

**Courses and Events Subcommittee**

**Terms of Reference – 2025**

**1. Purpose**

To develop and coordinate the provision of Professional Development programmes for the College and its Members and the wider ophthalmic community. The subcommittee is responsible for organising a range of courses, seminars, events and the Annual Congress to meet members’ professional development needs. The subcommittee will identify effective ways to deliver the courses and will support practical implementation and delivery. It is also responsible for the judging and selection of Congress sessions submitted via an open call for suggestions. It is accountable to the Education Committee.

**2. Main activities**

* 1. Plan the educational events program for RCOphth and deliver a range of courses and events including the Annual Congress designed to meet members’ professional development needs, taking into account feedback from membership, previous delegates and council, and reflecting dynamics in Ophthalmic working practices in the NHS and independent sector.
	2. Monitor the external ophthalmic professional landscape for ensure the College’s educational program remains timely, relevant and competitive with other providers.
	3. Support the implementation and delivery of courses by identifying instructors, chairs and speakers, setting learning outcomes and defining content, identifying appropriate delivery mechanisms and developing course materials.
	4. Ensure that the RCOphth educational program provides a balanced range of CPD activities for members in all career stages and rolesand covering both clinical and professional development topics.
1. **Status of Committee**

The Courses and Events Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.

# Membership

The Courses and Events Subcommittee shall consist of a minimum of 8 and a maximum of 13 members. Membership terms are set at 3 years (renewable once). Those members shall be:

* Chair of C&E subcommittee
* Chair of Education
* Events manager
* Courses and Seminar Materials Lead (from the Digital Learning subcommittee)
* TTT Faculty Chair
* Representative from Training Committee Chair
* Representative from other Standing Committees as needed
* Additional Committee Members

Committee members should be chosen on the basis of their expertise in either delivering educational content or other relevant based activities. The Chair shall be responsible for chairing meetings, liaising effectively with the Subcommittee manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

# Meetings

Meetings will occur virtually twice annually. The majority of work is expected to be undertaken in-between meetings.

Notices of meetings shall be given in writing/email.

Repeated absence of 3 or more missed meetings and/or inability to contribute to the work of the Committee will result in removal subject to review by the Chair.

The Chair shall preside at every meeting or if they are unable or unwilling to do so, another member appointed shall preside as Chair in their place for that meeting.

# Quorum

All members are expected to attend meetings; however, the quorum is half the members plus one.

# Representation on College Committees

The Chair shall also attend meetings of the Education Committee.

Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.

# Reporting requirements

The Courses and Events Subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to the Chair of the Education Committee.

The Courses and Content Subcommittee shall adhere to the key progress indicators outlined in its annual workplan including the reporting of risk through the completion of a risk register.

The Courses and Content Subcommittee shall report 3 times per year to the Education Committee.

The Education Committee may, from time to time at their discretion seek any further information in relation to the discharge of its functions.

# Confidentiality

All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of meetings or meeting related work.

# Conflicts of Interest

All members must submit a declaration of interest. It is the responsibility of members to inform the Chair if a new conflict of interest arises. Members with a direct or perceived conflict of interest shall recuse themselves from the meeting.

# General

* 1. All correspondence and other dealings with professional and other organisations shall be prepared by College staff and shall have the approval of the Chief Executive officer, Honorary Secretary or, in their absence, the Vice- President, whose committee(s) cover the matter in question.
	2. The operational management of the Sub-Committee, and any work arising from it, are the responsibility of College staff; the role of members is to advise, provide a wider perspective and make decisions within their delegated authority
	3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager, Chief Executive or the Honorary Secretary and in alignment with the College’s sponsorship policy.
	4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Sub-Committee without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
	5. Expenses to attend meetings shall be met at the usual College rates. Expenses for any other meetings either in the College or outside will only be paid with the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
	6. As a group set up within the College, and under the terms of its Charter, the Sub-Committee may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.

# Variation or Termination

These terms of reference shall be reviewed every two years and will remain in force until varied or revoked by the Board of Trustees.

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