

**Digital Learning Subcommittee**

**Terms of Reference - 2025**

**1. Purpose**

Develop and coordinate the delivery of digital and online mechanisms through which the College supports education and Professional Development programmes. The Committee is responsible for advancing scalable and sustainable ways of providing Professional Development programmes, with a notable emphasis on digital approaches. It is accountable to the Education Committee. .

# Main Activities

# Identify the best digital and online mechanisms to support Professional Development programmes offered by the College, taking account of existing expertise within the College, developments in best practice in the wider area, and preferences stated by members.

# Advance the College’s work in the digital delivery of content by monitoring and evaluating developments in the external landscape as well as in-house offerings such as the INSPIRE platform.

* + Encourage the creation and contribution of digital educational content by maintaining an overview of content available and identifying priorities for new materials which can then be sought or invited.
  + Promote engagement in digital learning by seeking opportunities to collaborate with internal and external individuals, groups and organisations to include diverse materials on the INSPIRE platform.
  + Coordinate and motivate the INSPIRE editorial teams, editors, instructors, contributors and authors by regular supervision and by supporting them in the acquisition and development of the necessary knowledge and skills to be able to deliver their role to a high standard.
  + Support educational events though the availability of associated digital preparatory and consolidation work by liaising with Leads of courses and events.
  + Support the work of other College departments by identifying opportunities for them to showcase their activities through digital learning materials.
  + Identify and utilise outputs from other College departments that can be used to create digital learning materials.
  + Encourage learners to engage with INSPIRE by promotion to members of new, relevant or linked materials.
  + Support all categories of members to grow professionally by representing their interests when developing new digital learning content.

# Work with others across the College to ensure appropriate systems are in place to capture and sustainably re-use content and training materials.

# Support the practical delivery of professional development events by facilitating the dissemination of materials and working with leads of courses and events.

# Support a diversity of learning styles and personal needs, to ensure that the College’s Professional Development delivery mechanisms are equitably open to diverse members of College.

# Work to promote diversity in all its forms, ensuring that decisions and outputs are inclusive and consider a range of perspectives, and that representation on the committee is appropriate to achieve this.

# Status of Committee

The Digital Learning Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.

# Membership

The Digital Learning 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
* Chair of Education
* Digital learning manager
* Clinical Knowledge Digital Lead
* Professional Development Digital Lead
* Courses and Events Digital Materials Lead
* Exams Digital Materials Lead
* Written Materials Lead
* Co-opt members as required, up to a maximum of 3 members

The Chair shall be responsible for chairing meetings, liaising effectively with the Digital Learning Manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

# Meetings

Meetings will occur virtually three times 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 Professional Development 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 Digital Learning 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 Digital Learning 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 Digital Learning Subcommittee shall report 2/3 times per year to the Education Committee.

The Professional Development 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 and makedecisions within their delegated authority
  3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager, the Chief Executive or the Honorary Secretary 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. Meetings will be virtual. In the case of exceptional face-to-face meetings, 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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