



Australian Institute of
Landscape Architects

Terms of Reference

Education Committee

Background

The Australian Institute of Landscape Architects (AILA) and its membership is the peak body charged with supporting the profession through advancing landscape education, accreditation and research and supporting AILA's efforts in whole-of-life learning for Landscape Architects.

AILA strives for greater clarity in our policy and in our approach to education, accreditation and research – policies that clearly advance AILA's vision, mission and the profession.

These Terms of Reference (ToR) for the Education Committee (EC) advance this intention by defining the role of the EC and the AILA membership in continuously advancing this area.

Purpose

The purpose of the Education Committee is to advise the AILA Board on matters of policy and its implementation with regard to matters of Landscape Architecture Education, Accreditation and Research.

Objectives

1. Deliver a successful National Accreditation process that engages positively with the University programs.
2. Advise the AILA Board on issues and challenges facing Landscape Education and its future development.
3. Advise The AILA Board on opportunities and focus areas for research.

Membership

The AILA Board will appoint EC members through a process of receiving expressions of interest from members to fulfil the following requirements: .

- A minimum of one Board Member and/or CEO.
- 12-16 Committee members consisting of a mix of practitioners, academics and possibly a student of landscape architecture.

- A nominated representative (preferably the program director) from each of the landscape architecture programs being offered at Universities around Australia.
- With the exception of the CEO, Committee member's terms of appointment shall be two years, with the possibility of an extension (for another 2 year term).
- Ideally all AILA membership categories will be represented on the Committee.
- There is the option of appointing a 'guest advisor' to the Committee for a period of 12 months.
- The Chair shall be elected by the Committee annually and ratified by the AILA Board.
- The EC secretariat is to be provided by an AILA Staff member.
- A quorum for every meeting of the EC will be 8 members, including the AILA Board Representative and/or the CEO.
- The EC must adhere to the AILA Board adopted Policies and Procedures in the areas of the Committee's remit.
- The EC will appoint and supervise a National Accreditation Review Team (NART) drawn from a panel of practitioners and academics that will conduct the Site Visits as part of the Accreditation Procedures. The NEC will review the reports that arise from these visits and make recommendations to the AILA Board on accreditation approvals as required.
- The EC shall provide a written report to the AILA Board (via the secretariat) on work undertaken, at least two weeks prior to every Board Meeting face-to-face meeting (3-4 times per year).



Meetings and Records

To facilitate its work the EC is to hold:

- Hold quarterly meetings in an online setting as set by the Committee chair with secretariat; and
- Each member must attend at least three meetings per annum to remain on the Committee and other meetings as and when required, unless otherwise negotiated.
- The Committee will be provided with a cloud-based workspace, to be advised by AILA.
- The records of all meetings are to contain only decisions, recommendations, and actions.
- The outcomes of the Committee's work are to be collated and circulated by the secretariat for each meeting.
- Drafts of documents produced will be circulated to Committee members prior to being finalised, issued, and stored on the AILA server.

Review of Terms of Reference

CEO to conduct annual review of ToR with the Chair and Committee members.

Relevant AILA Policies

- Accreditation Policy

Key Committee Collaboration

- The EC is to liaise with other Committees as required and the local Chapter Education Committees and provide advice and guidance to them, and encourage their ongoing development.