EDUCATION COMMITTEE

1. CONSTITUTION

The Institute of Chartered Accountants of Zimbabwe (ICAZ) Council ("the Council") has established a committee known as the Education Committee.

2. OBJECTIVE

The objectives of this Committee are to provide a link between Council and the training offices in the implementation of all Council approved plans, assist the Council in the effective management of the ICAZ Education System, review and approve guidelines for student development and make recommendations to the Council.

3. MEMBERSHIP

3.1 The Committee shall consist of not less than eight members.

3.2 The members of the Committee shall be appointed by the Council. At their first meeting, members of the Committee shall appoint a Chairperson.

3.3 Senior Management may attend by invitation save for the Chief Executive Officer who shall be ex-officio member.

3.4 A quorum is four members.

3.5 In the absence of the Chairperson, the Vice Chairperson of the Committee shall assume the role of Chairperson.

4. MANDATE

To make appropriate decisions, within the policy decided by Council, concerning -

(a) The education and training of students;

(b) Liaison with university departments concerning the provision of accountancy degree and postgraduate programmes;

(c) The accreditation of training offices and the number (quota) of student accountants permitted to be employed in each office;

(d) Equal opportunity employment of student accountants;

(e) The registration, discharge, cancellation, transfer, suspension and re-instatement of training contracts;

(f) The scrutiny of the training records of students and the consideration of any consequent report on trends and any general deficiencies;
(g) The scrutiny of education exposure drafts and similar papers and reports; and

(h) Advice to the President concerning responses to media or other queries concerning matters within the purview of the committee.

5. MEETINGS: ATTENDANCE AND ARRANGEMENTS

5.1 A quorum shall be made up of members of the Committee only. However, managerial staff, the Executive Management and external advisers may be invited to attend for all or part of any meeting as and when appropriate, particularly care being taken to recognise and avoid any conflicts of interest.

5.2 The Secretary shall summon any meetings of the Committee at the request of any of its members and agree the agenda with the Chairperson of the Committee. The Secretary shall also perform such other services as required by the Committee.

5.3 Prior to the commencement of the year, the Chairperson and Secretary of the Committee shall review the frequency and proposed dates of meetings for the approval of the Committee. Meetings will be held not less than four times a year and at such times as the Chairperson of the Committee shall require.

5.4 The Secretary shall promptly circulate the minutes of meetings of the Committee to members of the Committee and to Council members.

5.5 Unless varied by these terms of reference, the ICAZ’s rules will govern meetings and proceedings of the Committee.

6. INDEPENDENT ADVICE AND RESOURCES

6.2 The Committee is authorised by the Council to obtain outside legal or other independent professional advice, as it considers necessary to undertake its duties and to secure the attendance of any such advisers at any meetings of the Committee. In this regard the Committee shall adhere to any Council policy document concerning the securing of such advice. The Committee is exclusively responsible for establishing the selection criteria for such advisors and their appointment and terms of reference. The appointment and performance of the advisors shall be reviewed by the Committee on a regular basis and at least once annually.

7. REPORTING RESPONSIBILITIES

7.1 The Committee Chairperson shall report formally to the Council on its proceedings after each meeting on all matters within its duties and responsibilities and in the absence of the Chairperson any other Committee member shall report.

7.2 The Committee shall make whatever recommendations to Council it deems appropriate on any area within its remit where action or improvement is needed.

8. GENERAL

8.1 The Committee shall have no executive powers with regard to its findings and recommendations. It should not perform any management or operational functions nor
assume any management or operational responsibilities. It makes recommendations to the full Council for its final decision.

8.2 The Council will ensure that the Committee will have access to professional advice both inside and outside the ICAZ in order for it to perform its duties.

8.3 The Committee shall, at least once a year, review its own performance, and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Council for approval.

These terms of reference were approved by the Council on 25 November 2015.