



Disaster Recovery Institute Canada

Canada is resilient nation enabled by recognized certified professionals to support organizational and societal resilience.

Issue Date: April 2024	Replaces: February 2021
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Terms of Reference: Education Commission

Reviewed:

Reference documents: IAOA, Education Commission Guiding Documents

Terms of Reference

1.0 **Commission Name:** The commission will be known as the Education Commission.

2.0 **Purpose of Committee:** The purpose of the Education Commission is to offer learning opportunities that are timely, relevant, accessible, and adaptable to the needs of our audience, whether new to the industry or DRI certified professionals.

- Course Management, including ensuring the currency of existing courseware and delivery methods
- Review and approval of new courseware for the Canadian market.
- Instructor development and support
- Evaluate Education applications and recommend appropriate approval or denial to the member.
- Review and monitor the Education processes.
- Develop, recommend, and implement improvements to the Education processes

3.0 **Functions of the Committee:** Each committee member, and the Chair of the Education Commission, will have functions and duties, individually or jointly, as they participate on the committee. These will be:

- Review course and exam material for new courses and major new version using the DRIC Quality Assurance process
- Evaluation of needs, recommendation/proposal or development of courses opportunities (online and in person), resources (for students, instructor, members), webinars, or other activities based on needs.
 - Development/acquisition of new courses/programs for delivery in Canada in alignment with the DRII strategy and IAOA.
 - Includes eLearning, in person, or any other delivery method (i.e. webinar).
 - Note: All such courses to be provided to DRI International for potential use in the international market.
 - Integration of DRII applicable courses.



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- Ensure course content is relevant to the Canadian market.
- Competitive analysis of products including Return-On-Investment (ROI).
- Ensure that all updates and new versions published by DRII are applied to our current versions of courses.

4.0 **Composition of the Committee:** The committee will consist of three to eight (8) certified professionals.

Committee members will be DRI Canada certified professionals and cannot be members of the Certification Commission. One DRI Canada instructor is permitted to serve as member of the Education Commission.

Staff support: Renzo Pella

5.0 **Terms:** All members shall serve a three year term on the committee; with a third of terms ending each year. Committee members shall serve for three years, to a maximum of two (2) three-year terms within any seven-year period. If the minimum number of Commission members is not met, current members may extend their role with the Commission for an additional year.

A call for volunteers to join the Commission shall take place each June seeking new members. Commission members who have completed a two year term may volunteer to continue on with the committee for one additional term.

New members will be selected by the Education Chair and the President, in consultation with the Board of Directors.

The members of the Commission will elect a Chair who will be responsible for reporting the progress and accomplishments of the Education Commission to the Board of Directors. (In reference to bylaw 27, an instructor may not serve as Chair of the Education Commission)

Commission Chair or specially appointed member will act as liaison of the Education Commission of DRI International.



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6.0. **Vacancies:** Fill an interim vacancy in any Education Commission position by appointing a replacement and recommending the replacement for approval by the Board of Directors.

If an Education Commission position is vacated or empty prior to the end of a term, a qualified DRIC member may be appointed to serve for the remainder of the term. Partial terms resulting from appointments to fill vacancies, will not be counted toward the two (2) term limit.

7.0 **Meetings:** Education Commission will meet by videoconference once a month. Notes of the meeting will be generated by a notetaking app and saved in the committee project area on the website. All significant decisions made by the committee meetings will be recorded and retained.

The simple majority of the members of the committee will constitute a quorum.

Additional meetings will be scheduled as needed.

Any commission member who misses three consecutive meetings without written notice shall no longer be part of the committee.

8.0. **Documentation:** A central repository has been created on the DRIC website for all documentation. All members of the Education Commission will have access to this projects/committees area, and are expected to upload and maintain documentation they are responsible for.

9.0 **Time commitment:** 2-6 hours per month, 1 committee meetings per Month.

10.0 **Review:** The Terms of Reference will be reviewed annually and updated as required.