**CECA Training and Development Forum**

 **Terms of Reference**

The CECA Training and Development Forum has been established to provide CECA’s members with an interest in training and development the opportunity to meet periodically to discuss issues of relevance to the sector.

**Primary objectives of the Forum**

1. To provide the opportunity for CECA members to exchange information, share good practice and discuss topical training issues.

2. To develop CECA’s formal policy positions in relation to training.

3. To engage with clients and other stakeholders in the sector and wider industry, both to receive presentations and other information, while also offering views from industry in return.

4. To review and make recommendations concerning qualifications and training/development programmes to meet industry needs.

5. To deliver specific projects as determined and defined by the Forum.

**Format of meetings**

6. The Forum will meet four times a year and the dates will be agreed at the last meeting of the year.

**Administration**

8. Notice of forthcoming meeting to be circulated to all members no less than 1 month prior to the meeting, with a request for views on items for the agenda.

9. Secretariat for the Forum to be provided by CECA staff, with draft minutes to be circulated no more than 2 weeks after date of meeting.

10. Secretariat shall be responsible for arranging meetings and inviting any guests, at the direction of the Chair.

11. Responsibility for delivery of actions/projects by the Forum to be determined at meetings.

12. Those responsible for delivery of actions to liaise with secretariat between meetings to ensure completion.

**Representation**

13. Initial membership of the Training and Development Forum established on the basis of invitation by CECA National and CECA regions.

14. Membership is open to any CECA member company with an active interest in the training and development within the sector, with proposed new members accepted subject to agreement of Training and Development Forum chairman.

15. To ensure the Forum is able to operate effectively, total membership should be limited to no more than 20 representatives.

**Appointment of Chairman and Deputy Chairman**

The Chairman and Deputy Chairman will be appointed by the Members of the T&DF every two years or more frequently if the post becomes vacant.

The Chairman and Deputy may only remain in post for two consecutive terms of office.

The Chairman and Deputy Chairman must be a member of CECA’s T&DF and also an employee of a CECA member company. In the event of the Chairman or Deputy Chairman leaving the member company or the company ceasing to be a member of CECA then their role will be relinquished.

In the event of more than one candidate being proposed for either role, election will be based on a simple majority vote.

Each member of the Forum will have one vote for each role.

Elections for these roles will take place every two years.

Nominations must be received by the T&DF Secretary one month prior to the election, and where feasible, the election should take place two weeks prior to the next meeting of the T&D Forum.

Voting will be by email to be received by the T&DF Secretary before 6.00pm on the day of the election and notification of the result to be sent to members of the Forum by the T&DF Secretary on the day following the closing date.