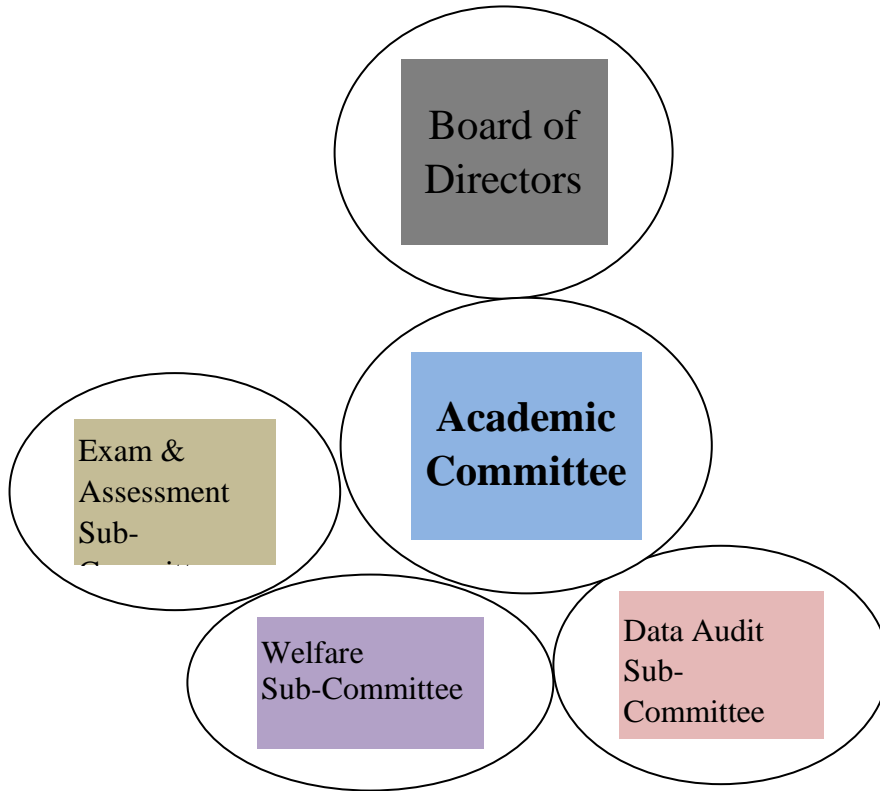


## **ECLB Committee Structure**



Name of the Committee	Structure	Frequency of Meetings
Board of Directors	<b>Chair:</b> Director <b>Secretary:</b> Administrator <b>Member:</b> Principal, Director and External representative	1 <sup>st</sup> week – April 3 <sup>rd</sup> week – October Ad hoc
Academic Committee	<b>Chair:</b> Principal <b>Secretary:</b> Administrator <b>Members:</b> Programme leaders, IV, Assessors, Learner representatives	1 <sup>st</sup> week - January 1 <sup>st</sup> week - March 1 <sup>st</sup> week – May 1 <sup>st</sup> week - July 1 <sup>st</sup> week – September 1 <sup>st</sup> week – November Ad hoc
Exam & Assessment Sub-Committee	<b>Chair:</b> Principal <b>Secretary:</b> Administrator <b>Members:</b> Programme leaders, IV, Assessors	1 <sup>st</sup> week – February 1 <sup>st</sup> week – June 1 <sup>st</sup> week – October Ad hoc
Welfare Sub-Committee	<b>Chair:</b> Welfare Officer <b>Secretary:</b> Administrator <b>Member:</b> Principal, teaching staff, Learner representatives	2 <sup>nd</sup> week - March 2 <sup>nd</sup> week - July 2 <sup>nd</sup> week – November
Data Audit Sub-Committee	<b>Chair:</b> Director of Studies <b>Secretary:</b> Administrator <b>Members:</b> Principal, Programme leaders	3 <sup>rd</sup> week - April 3 <sup>rd</sup> week – Aug 3 <sup>rd</sup> week – December Ad hoc
Academic Committee	<b>Functions</b> <p>The function of the Academic Committee is to review and advise the Board of Directors on:</p> <ul style="list-style-type: none"> <li>• matters of general policy and associated procedures relating to management processes of the College;</li> <li>• organisational objectives and associated measures intended to position the College as a highly regarded educational organisation;</li> <li>• risk and change management, prioritisation, and capacity considerations for all major new and operational planning initiatives within the College;</li> <li>• Making decisions regarding the suspension and expulsion of learners for academic and non-compliance reasons</li> <li>• Considering the development of the academic activities of the College and the resources required to support them</li> <li>• Providing guidance to Sub-Committees as per respective roles.</li> </ul>	

	<p><b>The roles and responsibilities of the Academic Committee</b></p> <p>The Academic Committee will have the overall responsibility:</p> <ul style="list-style-type: none"> <li>• To plan, develop and monitor the educational activities at ECLB such as planning the academic semesters and preparing academic calendar</li> <li>• To deal with issues including developing/reviewing Policies and Procedures necessary to maintain/improve the academic standard and quality of learning provision at ECLB</li> <li>• To review procedures for evaluating the effectiveness of quality enhancement and to monitor and implement various quality enhancement systems</li> <li>• To ensure that the requirements of the awarding organisations are met - set entry criteria for the recruitment of learners in line with the guideline set by the external funding Organisations such as Skills Funding Agency, Prime Contractors, Awarding organisations etc.</li> <li>• To select, recruit and appoint external advisors if required</li> <li>• To select, monitor and evaluate courses to be offered at ECLB</li> <li>• To ensure that the courses are run in accordance with the awarding organisation requirements</li> <li>• To review procedures for selection, appointment; appraisal and development of staff</li> <li>• To review procedures for evaluation of premises, equipment and facilities</li> <li>• To review the health and safety issues</li> </ul>	
	<p><b>Agenda and Minutes</b></p> <ul style="list-style-type: none"> <li>• The Secretary will distribute an agenda and the minutes of the previous meetings to all members ideally one week before the date of each scheduled meeting.</li> <li>• Any member of the Team may submit items for the agenda to the Chair. The Chair will review the proposed agenda items for inclusion.</li> <li>• The Chair will ensure that proposed items align with the focus and intent of the annual work-plan.</li> <li>• Whenever possible, the agenda item should include an appropriate briefing note including background information together with a statement of recommended action, where appropriate.</li> </ul>	
	<p><b>Membership</b></p> <p><b>Chair:</b> Principal  <b>Secretary:</b> Administrator  <b>Members:</b> Director of Studies, Programme leaders, IV, Assessors, Learner representatives</p>	<p><b>Frequency of Meetings and quorum</b></p> <p>The Committee shall normally meet bi-monthly or more often if required.</p>
	<p>A representative or representatives from the groups of learners can attend the meeting but the Chair has the power to ask the learner representatives to leave if they feel it is appropriate.</p> <p>Other staff may be invited to be in attendance for specific agenda items, with the purpose of presenting and answering questions from the meeting if it is deemed appropriate.</p> <p>The Chair shall be responsible for advising the Committee.</p>	<p>The quorum for meetings shall be three members.</p>

<b>Examination &amp; Assessment Sub- Committee</b>	<p><b>Functions</b> The function of the Examination and Assessment Sub Committee is to gather information on the learner progression and academic misconduct.</p> <ul style="list-style-type: none"> <li>• To determine progression and/or outcomes of learner assessment and to approve awards for certification on behalf of the Academic Committee.</li> <li>• To determine the results of any allegation of unfair practice in relation to learner assessment.</li> </ul> <p><b>The roles and responsibilities of the Examination &amp; Assessment Sub- Committee</b></p> <ul style="list-style-type: none"> <li>• Academic standard and Quality Assurance</li> <li>• Learners progress</li> <li>• Teaching, Assessment, IV,</li> <li>• Special needs, Appeal and other relevant issues</li> <li>• Result analysis and relevant actions</li> <li>• External verifications</li> <li>• Dealing with EV recommendations</li> <li>• Certificate claim</li> </ul>	
	<b>Membership</b>	<b>Frequency of Meetings and quorum</b>
	<p><b>Chair:</b> Principal <b>Secretary:</b> Administrator <b>Members:</b> Director of Studies, Programme leaders, IV, Assessors</p>	Three times annually Quorum shall be three member
<b>Data Audit Sub-Committee</b>	<p><b>Functions</b> The main functions of this sub-committee are</p> <ul style="list-style-type: none"> <li>• to oversee the public information e.g. College website to ensure the accurate and up to date information.</li> <li>• to ensure that all existing and potential learners receive quality information, advice and guidance (IAG) for their present learning and future progression.</li> </ul> <p><b>Roles and Responsibilities of Data Audit Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Publication of Calendar, Articles, Policies, Forms</li> <li>• Newsletter</li> <li>• Learner survey to obtain feedback on public information</li> </ul> <p>Observe relevant staff responsible for providing accurate and up to date information</p>	
	<b>Membership</b>	<b>Frequency of Meetings and quorum</b>
	<p><b>Chair:</b> Director of Studies <b>Secretary:</b> Administrator <b>Members:</b> Principal, Programme leaders</p>	Three times annually Quorum shall be three member

<b>Welfare Sub-Committee</b>	<b>Functions</b>	
	<p>The key function of this Sub-Committee is to ensure the welfare of all learners of the College. With this view in mind the Sub-Committee will look into</p> <ul style="list-style-type: none"> <li>• The possibility of providing scholarship, stipends, loans and references</li> <li>• Promote ethnic and mainstream ceremonies</li> <li>• Arrange extracurricular activities</li> </ul>	
	<b>Roles and Responsibilities of Welfare Sub-Committee</b>	
	<ul style="list-style-type: none"> <li>• Review Welfare Policy, its effectiveness, and pastoral support for learner</li> <li>• Identify learner needs through their participation in meetings</li> <li>• Review welfare arrangements and propose action for further improvements</li> <li>• Provide scholarship, stipends, loan, references and other supports</li> <li>• Approve annual events calendar of ECL including outings and tours</li> </ul>	
	<b>Membership</b>	<b>Date of Meetings and quorum</b>
	<b>Chair:</b> Director of Studies <b>Secretary:</b> Administrator <b>Member:</b> Principal, teaching staff, Learner representatives	Three times annually Quorum shall be three member
<b>Board of Directors</b>	<b>Functions</b>	
	<ul style="list-style-type: none"> <li>• to assume collective responsibility for the financial and legal probity of the College. Board members take a role in shaping the strategy and operational management of the organisation, and make a general commitment to help the organisation achieve its goal;</li> <li>• to take responsibility for risk management and internal controls;</li> <li>• to be responsible for assessing and managing organisational level risk, including recommending systems and processes of internal controls to the Academic Committee;</li> <li>• to set the short- and long-term goals for the organisation.</li> </ul> <p>The Board is not expected to be involved in day to day operations, activity or management.</p>	
	<b>Roles and Responsibilities of Welfare Committee</b>	
	<ul style="list-style-type: none"> <li>• To set up the strategic direction of the College</li> <li>• To arrange operational finances for the College</li> <li>• To review management structure</li> </ul>	
	<b>Membership</b>	<b>Frequency of Meetings and quorum</b>
	<b>Chair:</b> Director <b>Secretary:</b> Administrator <b>Member:</b> Principal, Director of Business Development	Two meeting annually Quorum shall be three member