

EDUCATION AND EVENTS COMMITTEE

TERMS OF REFERENCE

1 Background

The Education and Events Committee is established under the SCA (NSW) Constitution to provide structured advice to the Secretariat and the Board. The Committee plays a vital role in supporting the Association's professional standards system by offering insights that enhance member capability, promote consistent professional practice, and boost consumer confidence in the strata sector.

In addition to its educational role, the Committee contributes to the strategic direction of SCA (NSW)'s events. These events act as a key platform for professional development, industry engagement, and sector-wide knowledge sharing. Its work complements the activities of other SCA (NSW) committees and fosters a coordinated approach to industry improvement.

2 Scope

The Education and Events Committee collaborates with the secretariat and the board to support the planning and delivery of SCA (NSW)'s education programmes and events. The Committee helps ensure these activities promote professional excellence, remain practical for members, and reflect the evolving needs of the sector.

The Committee also plays a vital role in ensuring that education and events reflect changes in legislation, emerging risks, and evolving professional expectations. Through these insights, the Committee supports ongoing capability development across the profession.

Additionally, the Committee assists in SCA (NSW) events by suggesting program content, speakers, and sponsorship opportunities to help maintain quality, relevance, and financial sustainability.

3 Composition

The Committee generally comprises a maximum of 10 members and includes:

- Chair (appointed by the Board)
- SCA (NSW) Members appointed to the Education and Events Committee
- One representative of the SCA (NSW) Secretariat.
- One Director appointed by the Board.

Members are selected based on their professional experience, sector knowledge, and ability to help develop practical tools and resources that improve strata management practices.

4 Appointment and Term

Committee members are appointed for a one-year term, beginning at the first Committee meeting held after the Annual General Meeting, or from the start of the next AGM cycle (whichever occurs first).

The Chair, appointed by the Board, considers expressions of interest and selects Committee members in consultation with the Secretariat. The Board may renew, vary or conclude appointments at its discretion to support the effective operation of the Committee.

Committee members must remain current financial members of SCA (NSW) for the duration of their appointment.

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The Committee may also invite guests or subject matter experts to attend meetings where their insights would assist with education or event planning.

5 Activities

The Committee undertakes the following activities to support the professional uplift of strata management agents and the continuous improvement of industry practice:

Education Activities

- a. **Ensure compliance with CPD and professional standards:** Work with the Secretariat to ensure that education programs meet NSW Fair Trading CPD requirements and align with SCA (NSW)'s professional development standards.
- b. **Develop and enhance education programs:** Design, review, and enhance educational programs so they remain relevant, contemporary, and aligned to the needs of strata management professionals.
- c. **Align educational content with legislation and best practice:** Ensure educational materials are aligned with current and evolving legislation, industry best practices, and the Association's professional and ethical standards.
- d. **Reinforce the importance of education in professional practice:** Promote education as a crucial factor in raising professional standards and enhancing consumer outcomes in the strata sector.
- e. **Identify risks that may impact education delivery:** Identify any resourcing, capability or scheduling issues that could affect the effective delivery of education programs and raise these with the Secretariat so they can be considered and escalated through the appropriate governance channels.
- f. **Incorporate emerging risk themes into education planning:** Promote awareness of relevant risk themes by considering issues identified through the Risk Management Framework, compliance trends and member feedback, and ensure these insights inform the planning and prioritisation of education initiatives.
- g. **Engage experts to strengthen educational offerings:** Identify and collaborate with subject matter experts, regulatory partners, sponsors and industry specialists to enhance the quality and relevance of SCA (NSW)'s educational programs.
- h. **Consider CPD monitoring processes:** Provide feedback to the Secretariat on the effectiveness of CPD tracking and reporting mechanisms to support accurate monitoring and member compliance.

Event Activities

- i. **Guide event themes and program content:** Provide recommendations on event direction, including themes, session formats and speaker options that support member capability and professional excellence.
- j. **Support event marketing and audience engagement:** Work with the Secretariat to develop event marketing considerations, including audience targeting, timing and promotional strategies.
- k. **Review event performance and impact:** Assist in evaluating event outcomes by reviewing participant feedback, program relevance, session quality and strategic alignment.
- l. **Strengthen sponsor value and long-term partnerships:** Recommend approaches for assessing sponsor return on investment (ROI) and ensuring event sponsorship supports mutual value and ongoing engagement.

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- m. **Identify risks that may impact event delivery:** Identify any resourcing, capacity or logistical issues that could affect the effective planning or delivery of events and raise these with the Secretariat so they can be considered and escalated through the appropriate governance channels.

6 Reporting and Recommendations

The Committee provides advice and recommendations to the SCA (NSW) Board through the Secretariat. Recommendations are advisory in nature and do not bind the Association unless formally endorsed by the Board.

The Committee receives aggregated, non-identifiable insights from other SCA (NSW) committees, such as the Professional Strata Managers Committee, the Policy & Legislative Committee, the Risk & Finance Committee, and the Complaints & Disputes functions—where these insights relate to education needs, member capability, emerging risks, or industry developments. These inputs help the Committee shape education programs and event themes that address sector-wide issues.

The Committee may also provide education-related guidance or suggestions back to these committees via the Secretariat to support alignment, avoid duplication and maintain a coordinated approach to professional standards and sector improvement.

7 Frequency of Meetings:

The Committee plans to meet every second month, or more frequently if needed, to ensure the timely development of resources and advice. Meetings may be held in person, online, or in a hybrid format, as decided by the Chair after consulting the Secretariat.

The Secretariat provides administrative support to the Committee, including organising meeting arrangements, preparing agendas, taking minutes, and distributing relevant papers. The Chair may invite guests or subject matter experts to attend meetings where expert input would benefit the Committee's work.

Committee decisions are made by consensus where possible. Where a decision is required, the outcome will be determined by a majority of the Committee members present at the meeting.

8 Conflicts of Interest

Committee members must act impartially and in SCA (NSW)'s best interests. Any actual or perceived conflict of interest should be declared as soon as possible. The Chair will determine how to manage any declared conflict, which may include asking the member to abstain from participating in the discussion.

9 Review of the Terms of Reference

These Terms of Reference will be reviewed annually, or more frequently if needed, to ensure they remain current and aligned with the Association's governance, strategic priorities, and legislative requirements. The SCA (NSW) Board must approve any modifications to the Terms of Reference.