



Animal Welfare Foundation (AWF) Education Committee: Terms of reference

Role

1. The Education Committee exists to:
 - Develop and deliver AWFs educational outputs, including the annual Discussion Forum, for veterinary professionals and the wider animal welfare community, working with the Charity Operations Manager
 - Evaluate, commission and review student talks and case studies
 - Assess the educational value and impact of AWF educational activities and research projects.
 - Develop educational contacts and partnerships to enhance AWF's educational reach and impact.

Authority and accountability

2. The Education Committee is responsible for ensuring education projects are of a high quality and impactful. Members are accountable to each other and AWF Trustees

Composition

3. The Education Committee is composed of up to 8 members, including:
 - Chair of Education Committee (who will be an AWF Trustee)
 - 5-7 other committee members, at least 1 of whom will be an RVNPlus a BVA Officer who will act in an advisory capacity (who is also an AWF Trustee)

Appointment of members

4. The appointment of Education Committee members is by application to the charity. AWF appoints using a blind recruitment process against a skills matrix in line with the role description. The appointments are approved by the Board of Trustees. The BVA Officer serves for a year and then switches places with the other BVA Officer Trustee to serve on the Grants Committee

Election of chair

5. The chair is appointed from and by the AWF Trustees.
6. The chair is elected by the Board of Trustees for a term of three years and may apply for a 2nd term of a further 3 years.

Role of chair

7. The chair leads the Education Committee meetings. The chair works closely with the Charity Operations Manager on reviewing, monitoring and promoting research projects. The chair leads on the delivery of the annual Discussion Forum.

Tenure

8. All members normally serve for a term of up to three years and may apply for a second term. Members may seek re-appointment for a third term following a break in service of at least one year. In the event of stepping down from the Committee members are required to provide at least 1 months' notice to the Chair of Committee and the Charity Operations Manager and handover all existing and outstanding tasks to another agreed committee member.

Meetings

9. The Education Committee meet in person once a year, with additional remote meetings as needed.

Conduct

10. All committee members are expected to contribute to the work of the Education Committee, both in and outside meetings, taking responsibility for specific projects and contributing to discussions.
11. All committee members are expected to work collaboratively with AWF and BVA Officers and staff, communicate with courtesy, uphold AWF and BVA's values, and challenge attitudes and behaviours which are not consistent with those values.
12. Committee members should not represent or present AWF or BVA's views on any policy matters to the media or government without prior approval.

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