

# Terms of Reference

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**Subject:** FINAL Terms of Reference – Education Forum

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## **Purpose:**

To provide a forum for participation in the development and coordination of water safety education initiatives and priorities.

To encourage communication, sharing of information and co-operation between all WSNZ Member Organisations to ensure cost-effectiveness and avoid duplication.

To review the terms of the Annual Funding Guidelines and make recommendations as considered appropriate.

To make recommendations and findings to Water Safety New Zealand (WSNZ).

## **Operating Principles:**

1. The Education Forum shall meet up to four times per year
2. The Education Forum shall have the ability to establish sub-committee's when and if necessary.
3. The Education Forum may include such persons or other organisations that are deemed necessary to provide appropriate information and input.
4. The Education Forum shall be aligned to Objective 6 of The Drowning Prevention Strategy.
5. Forums shall be summarised by Notes including Action Points.
6. The forum does not have a public voice, nor can any one Member speak on behalf of the Forum, another Member or WSNZ.

## **Term:**

1. The Education Forum is an ongoing process for which the concept will be reviewed every two years.

## **Membership:**

1. Membership shall be open to all Members of WSNZ. Each Member may have one representative.
2. The Forum may approve other invitees.
3. WSNZ Operations may include its appropriate personnel.
4. Each organisation shall be responsible for their representation on the group.
5. The Education Forum shall be Chaired and facilitated by WSNZ.

The following factors should be taken into consideration by members when appointing representatives:

1. A thorough understanding of water safety education.
2. Experience in planning and programme development.
3. Ability to speak for the represented organisation and make decisions accordingly.

*Duties and Responsibilities:*

1. To be a mechanism to develop, review and debate strategic and operational issues for coordination and implementation of water safety education activities.
2. To determine the best coordinated and strategic approach to implementing the WSNZ Strategic Plan.
3. To consider recommendations made by supporting committee's and WSNZ for the benefit of water safety education.

*Role of Members:*

1. Members are to be positive role models for all members of the water safety sector.
2. Share information and display cooperation to ensure cost effectiveness and avoid duplication.
3. Provide positive and valued input.
4. Be available for sub committee representation.

*Role of WSNZ:*

1. Service the Education Forum
2. Chair and facilitate the Education Forum
3. Contribute as a member of the Education Forum