

Committee Overview and Terms of Reference: WACE National Association Committee

The WACE National Associations Committee was formerly organized and approved by the WACE Executive Committee following the 2017 World Conference in Chiang Mai, Thailand. The membership of the National Associations Committee is made up of two representatives from duly recognized national cooperative and work integrated education (CWIE) associations who are invited by WACE to participate in the Associations Committee. The Associations Committee objectives must align with the goals and objectives of WACE. As approved by the WACE Executive Committee, one representative from the WACE Global National CWIE Associations Committee shall serve on the WACE Executive Committee.

Role of WACE National Association Committee

The WACE National Association Committee is a group consisting of representatives of regional or national WIL associations. The purpose of the WACE National Association Committee is to build capacity and collaboration globally amongst CWIE associations and provide a mechanism for communication between WACE and National Associations.

Specific Duties of the Chair include:

1. Serving as the principal liaison between the committee and the Executive committee
2. Working with the staff lead to set an agenda for each committee meeting,
3. Notifying members about the meeting,
4. Ensuring handouts and reports are prepared and sent to committee members in advance,
5. Working with staff to develop a list of Committees of the Board for which the WACE national Association Committee is responsible and determine any regular reporting that is needed (noting the level of detail, frequency, deadlines, and recipients of these reports).
6. Working with staff to understand the implications of the reports.
7. Presenting the WNAC reports to the Chair of the Executive committee.

1. Terms of Reference

1. To mentor and support emerging national associations globally
2. To provide a mechanism for communication between the WACE Executive Committee and National Associations
3. To advise on emerging national trends to inform WACE planning and decisions making
4. To enhance and encourage global collaboration between nations around CWIE
5. To develop mechanisms to develop and share CWIE resources globally
6. To advocate for CWIE collaboratively
7. To leverage national association links to key stakeholders to progress WACE agendas globally
8. To instigate and undertake key collaborative projects around CWIE
9. To support capability building in CWIE through collaboration

2. Membership

2.1. Associations eligible for membership of the WACE National Associations Committee

- should have broad interdisciplinary focus in their country or region,
- be primarily focused on CWIE
- be confirmed for membership by the WACE Executive Committee

2.2. Two nominated representatives of each National Associations can attend WACE National Association Committee meetings.

2.3. WACE National Associations Committee members will cease to be a member if they:

- Resign from the National Association Committee or
- Are not the nominee of their national association onto the committee

2.4 The WACE President or designate may be invited to attend WACE National Associations Committee meetings as and when appropriate or necessary

2.5 External advisors and other members of the Board may be invited to attend for all or part of any meeting as and when appropriate or necessary.

2.6 Representatives from emerging national associations will be invited to attend as observers

3. Chair

3.1 The Chair of the Committee shall be agreed upon by the committee members and ratified by the Chair of the Executive Committee. The term of Chair would be three years and renewable aligned to the terms of the executive committee

4. Meetings

4.1 The quorum necessary for any WACE National Associations Committee meeting shall not be fewer than 50 % plus 1 eligible members of the WACE National Associations Committee, one of whom shall be the Committee Chair, unless the Chair of the Committee is unable to attend due to exceptional circumstances.

4.2 Questions arising and decisions taken at any WACE National Associations Committee meeting shall be determined by a majority of votes. The Chair of the Committee shall not have a second or deciding vote.

4.3 No member of the WNAC shall be in attendance whilst their own position is being discussed.

4.4 Meetings of the WACE National Associations Committee shall be called by the Committee Chair in consultation with the WACE President and shall be held as required.

4.5 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the, WACE National Associations Committee any other person required to attend, no later than five Business Days before the date of the meeting. The majority of meetings will be held by telephone or over the internet, and face to face where there is opportunity such as at a World Conference or International Research Symposium.