

# Chief Instructors Panel– Terms of Reference

## **Role**

The role of the Chief Instructors Panel is to report to the PCASA Executive Council on all Instructional matters.

## **Membership**

The Chief Instructors Panel will be made up personnel who are either

- invited by the CIP (state members)
- nominated as Zone representative (zone delegate)
- recommended to join the panel by zone (state members)
- the Training co-ordinator
- State President & Vice Presidents may sit on this committee

Members who miss 3 consecutive meetings without apology may be removed from the committee.

The Chair and Vice Chair to be elected from the committee, at the first CIP meeting after the State AGM.

## **Quorum**

The quorum is a simple majority.

## **Responsibilities**

1. The duty of CIP shall primarily be to implement uniformity and coordination of instruction throughout PCASA.
2. The decisions on Instructors and Efficiency tests made by CIP shall be final and binding.
3. The Training Coordinator shall be appointed for a two-year term at the first State Executive meeting after the State AGM in even numbered years on recommendation from CIP.
4. The CIP shall review annually the performance of its members.
5. Look at exemptions for equipment and make a recommendation to the Executive Council.
6. Provide recommendation to RAC on some equipment e.g. bits

## **Meetings**

The CIP shall meet at least four times a year, 2 of those face to face, the rest may be via Zoom