**Fellowships Committee: Terms of Reference**

# **Purpose**

The SEDA Fellowships Committee exists to support SEDA’s leading role in educational development by ensuring the relevance and viability of SEDA’s Fellowship Scheme. The Committee will monitor progress towards these objectives, receive updates from those programmes, and make recommendations for action. The Committee will meet three times a year and will report on its work to the SEDA Executive Committee.

**Aims**

1. Quality assurance, governance and arbitration of the Fellowships Scheme
2. Evaluation to ensure the continued relevance of the Fellowships Scheme for SEDA members and the wider sector

**Responsibilities**

**The Committee will, *inter alia***

* receive reports on SEDA Fellowships and action any recommendations;
* recruit and appoint appropriate colleagues to lead and support the Fellowships Scheme and associated programmes;
* provide appropriate training and development for all those involved in the delivery or support of SEDA Fellowships, maintaining records of the good standing of those colleagues;
* recruit and appoint the External Assessor for the Fellowship Scheme;
* oversee the ratification and award of Fellowships;
* confirm the annual CPD requirements for SEDA Fellowships and maintain records thereof ;
* ensure the timely accreditation and/or reaccreditation of Fellowship programmes in conjunction with the SEDA-PDF committee;
* ensure the financial viability of Fellowship offerings;
* identify opportunities for enhancement of SEDA Fellowships, including the development of new routes to Fellowship based on stakeholder analysis;
* liaise with other SEDA Committees as appropriate in the above;
* ensure clear lines of communication between the committee and those tasked with leading and/or delivering programmes, CPD coordination and SEDA administration (including SEDA Executive Committee).