



EDUCATION COMMITTEE BY-LAW

The obligations of the Education Committee are to administer and facilitate all education programmes in a confidential and professional manner.

1. Structure of the Committee

- The Education Committee consists of the Society's Management Board Chairperson, a Representative of the Academy of Floral Design, the Society's Online Education Officer, an Education Committee Unit Secretary, and five (5) members of Clubs who have attained a National Society qualification in Judging and/or Teaching.
- One of the Committee members is elected Chairperson for a term not exceeding three (3) consecutive years and represents the Education Committee on the FANZ Management Board. The Chairperson shall provide an written education meeting report to the FANZ Secretary after each meeting and put forward any requests and recommendations from the Education Committee for Management Board approval. An Education Committee Annual Report is required for the FANZ AGM.
- One of the elected members is appointed Minute Secretary and is responsible for all minute taking and sending a copy to the FANZ Secretary and will be held in the Education Committee folder in SharePoint
- The Education Committee Unit Secretary is appointed by the Education Committee and must have a National Society qualification and experience on the FANZ Education Committee. The Unit Secretary is responsible for administering all education units and associated education requirements and keeping all records. This position holds voting rights for the Education Committee only
- Five (5) nominees shall be elected annually.
- Official nomination forms shall be returned to the Society's Secretary by the due date and Clubs will be advised of the names of nominees for voting by electronic means, by postal voting, or by delegates at an Annual General Meeting.
- Voting shall be confined to those persons referred to in clause 13 of the FANZ Constitution 2025 but no person shall have more than one vote. Decision to be by a simple majority of votes.

2. Responsibilities and Obligations:

- The Education Committee administers and facilitates all educational programmes as approved or directed by the Management Board.

- The Committee is required to hold one physical meeting per year and regular meetings which may be by zoom, and submit written reports and minutes of its meetings to the FANZ Secretary.
- In the event the Chairperson is unable to attend a meeting, a temporary substitute may be appointed from the Education Committee.

3. Confidentiality and Skills:

- All conversations and information discussed at meetings are confidential and will not be discussed outside the Committee.
- Committee members should have competent computer skills and be familiar with Microsoft Word.
- Proficiency in using Zoom and SharePoint is required for meetings and document sharing.
- SharePoint under the Education Committee files are confidential to Committee members only unless otherwise notified.

4. Test Papers and Publications:

- Committee members are responsible for writing and preparing unit test papers, which are critiqued and revised until approved.
- Committee members may be asked to create **Step-by-Step** designs with high-resolution photos for publication.
- Articles for Floral Focus or Academy Leader may be required, following a similar process to Step-by-Step designs.

5. Meetings and Documentation:

- Committee members shall have the necessary documents, including Flair, Procedures Manual, Unit Guidelines, and Title Bank, at physical meetings.
- For Zoom meetings, all appropriate documents should be available.

6. Unit Test Papers:

- Committee members will be asked to write unit test papers and bring draft copies to the meetings or email them to the designated committee member to share on SharePoint. All test papers are coded for identification. This code is provided by the Unit Secretary.

- The draft test paper must be formatted as required with the unit test requirements at the top.
- Committee members are required to create all questions based on 'Flair'.
- All questions are numbered on the left side and when multiple answers are required indent these and use lower case alphabet.
- Allocated marks to all questions on the right-hand side of the page. Marks total 100.
- Committee members must prepare and provide the test paper with a full answer sheet to support the questions.
- All draft test papers are analysed by the Committee members for corrections and changes. All test papers must be correct and the process of critiquing the paper is not a personal attack on the author. The author must not take this personally.
- Committee members are required to correct the test paper and bring back the revised paper to the next meeting for approval or further critiquing. It may take two or three meetings to get the paper suitable for a test.
- Once the Committee has approved the paper it is held by the Education Unit Secretary who will courier the paper and relevant documents to the Unit Convenor.

7. *Step-by-Steps* Designs for Floral Focus:

Be prepared to create **Step-by-Step** designs with high resolution photos.

- Draft ideas with photos for a Step-by-Step design can be presented at a meeting at any time. However, Committee members may be asked to create a Step-by-Step on a specific style or topic.

All Step-by-Steps require:

- Good high-resolution photos in focus with a neutral background.
- Photos must cover: Container – mechanics – plant material with botanical names – accessories – other components – tools required – and all the Step-by-Step processes to the completed design.
- Draft documents presented to the Committee must include – design title – written word explaining each numbered step – include the relevant photo for each step.

Committee members should refer to old Floral Focus publications for Step-by-Step layout ideas.

- Once approved by the Committee these are sent via Dropbox or approved method to the Floral Focus Editor by the Unit Secretary or designated member.

- They require:
 - PDF format document with full layout of text steps and step photos.
 - Word document with no photos, text only – this is for the proof-reader.