

ISRV Education Committee Terms of Reference

Version 5

1. Purpose

The ISRV Education Committee (EdC) is responsible for providing strategic leadership, governance and oversight of the Society's Education Programme, ensuring that educational activities support ISRV's mission to advance knowledge, strengthen global capacity and support the professional development of the respiratory virus community.

The Committee acts on behalf of ISRV Executive Committee and Council to develop the Society's long-term educational vision, approve educational initiatives, monitor their quality and impact, and ensure that educational activities remain relevant, accessible and financially sustainable.

The Committee provides strategic oversight of the full education portfolio, including (but not limited to):

- Schools of Respiratory Viruses
- Mini-Schools
- Masterclasses
- Online learning and digital education
- The ISRV Learning Management System (LMS)
- Early Career Researcher (ECR) development programmes
- Mentoring and leadership initiatives
- Scholarships and educational grants
- Educational collaborations and partnerships
- Future educational initiatives approved by ISRV Executive Committee.

The Committee is responsible for ensuring that ISRV delivers a high-quality, globally accessible education programme that supports learners across all career stages while maintaining scientific excellence and educational innovation.

2. Scope and Responsibilities

The Education Committee provides strategic direction, governance and oversight for all ISRV educational activities.

Its responsibilities include:

2.1 Strategic Leadership

- Develop and periodically review the ISRV Education Strategy.
- Ensure that educational activities align with the Society's Strategic Plan.
- Identify emerging educational needs across the respiratory virus community.
- Recommend new educational initiatives to Executive Committee and Council.
- Monitor future trends in education and professional development to ensure ISRV remains internationally relevant.

2.2 Governance

The Committee is responsible for:

- Approving new educational initiatives;
- Approving educational policies and guidance;
- Reviewing programme outcomes and impact;
- Ensuring educational quality and consistency across all ISRV activities;
- Monitoring delivery against agreed objectives and KPIs;
- Ensuring educational activities are delivered in accordance with ISRV governance and financial policies.

The Committee provides oversight rather than operational delivery.

2.3 Oversight of Educational Activities

The Committee has strategic oversight of:

- Residential Schools
- Mini-Schools
- Masterclasses
- Webinars
- Online courses
- Digital learning resources
- Educational publications
- Educational scholarship programmes
- Mentoring programmes
- Leadership development initiatives
- Future education programmes approved by ISRV.

2.4 Early Career Researcher Development

The Committee will champion the professional development of Early Career Researchers by supporting initiatives that may include:

- Educational events;
- Mentoring opportunities;

- Leadership development;
- Networking activities;
- Conference engagement;
- Scholarships;
- Career development resources;
- Digital learning opportunities.

The Committee will ensure that ECR perspectives are embedded within the development of ISRV educational activities.

2.5 Collaboration

The Committee will work collaboratively with:

- ISRV Executive Committee
- ISRV Council
- Scientific Meetings Committee
- Special Interest Groups (SIGs)
- Working Groups established by the Committee
- ISRV Secretariat
- External educational partners where appropriate.

The Committee will seek to maximise collaboration across the Society and avoid duplication of educational activities.

2.6 Monitoring and Evaluation

The Committee will:

- Review participation and engagement;
- Monitor educational quality;
- Review learner feedback;
- Evaluate programme impact;
- Monitor agreed KPIs;
- Recommend improvements based on evidence and evaluation.

Continuous improvement should underpin all educational activities.

3. Guiding Principles

The work of the Education Committee will be guided by the following principles.

Strategic Leadership

The Committee provides strategic direction and governance rather than operational delivery.

Operational delivery is undertaken through the ISRV Secretariat, Education Programme Manager, Working Groups, faculty members and volunteers under the oversight of the Committee.

Scientific Excellence

Educational activities should reflect current evidence, international best practice and the highest scientific standards.

Global Inclusion

Educational opportunities should be designed to maximise accessibility across different geographical regions, career stages and resource settings, recognising the international nature of ISRV.

Equity, Diversity and Inclusion

The Committee will promote equitable access to educational opportunities and seek diversity in educational content, faculty, leadership and participant representation.

Collaboration

The Committee will encourage collaboration across ISRV Committees, SIGs and external organisations where this strengthens educational impact.

Innovation

The Committee will encourage innovation in educational delivery, technology, professional development and learner engagement.

Evidence-Based Decision Making

Strategic decisions should be informed by:

- Learner feedback;
- Programme evaluation;
- Educational outcomes;
- Society priorities;
- Member consultation;
- Emerging international best practice.

Sustainability

Educational activities should be developed with consideration of long-term sustainability, available resources and financial responsibility.

4. Accountability

The Education Committee is accountable to the ISRV Executive Committee.

The Committee shall:

- Provide strategic advice to Executive Committee;
- Submit recommendations for approval where required;
- Report regularly to ISRV Council;
- Provide an annual report summarising activities, achievements, outcomes and future priorities;
- Operate within the governance framework established by ISRV.

The Chair of the Education Committee serves as a member of ISRV Executive Committee and Council and acts as the principal link between the Committee and the Society's governance structure.

The Committee shall work collaboratively with other ISRV Committees to ensure that educational activities support the wider objectives of the Society.

5. Relationship with Operational Delivery

The Education Committee provides governance and strategic oversight.

Operational planning and delivery of approved educational activities is coordinated by the Education Programme Manager, ISRV Secretariat, Working Groups, faculty members and volunteers.

The Committee may establish Working Groups or appoint Co-opted Members to support the development of specific initiatives, events or strategic priorities.

The Committee retains overall responsibility for governance, approval and evaluation of all educational activities undertaken on behalf of ISRV.

6. Committee Membership

The Education Committee shall comprise between 8 and 15 Committee Members, appointed to provide the breadth of knowledge, experience and diversity required to oversee the Society's Education Programme effectively. In addition, Co-opted Members may be appointed in accordance with these Terms of Reference.

Committee membership should collectively reflect:

- Scientific expertise across respiratory viruses;
- Education and training experience;

- International representation;
- Diversity of career stage;
- Geographical diversity;
- Gender and wider diversity characteristics;
- Experience across academia, public health, clinical practice and industry where appropriate;
- Experience in educational leadership, programme development and digital learning.

Appointments should be made on the basis of the overall skills, expertise and perspectives required by the Committee rather than solely to represent individual organisations or disciplines.

The Committee shall include:

- Chair
- Vice Chair
- Committee Members
- Co-opted Members (where appropriate)

Early Career Researcher Representation

The Committee shall include a minimum of two Committee Members who meet the ISRV definition of an Early Career Researcher (ECR) at the time of appointment.

ECR Committee Members shall have the same rights, responsibilities, expectations and voting privileges as all other Committee Members.

The Committee should seek to ensure that ECR perspectives are actively represented within discussions and decision making.

Co-opted Members

The Committee may appoint Co-opted Members where specialist expertise would strengthen the development of a specific initiative, event or strategic priority.

Examples may include:

- Representatives from ISRV Special Interest Groups;
- Subject matter experts;
- Educational specialists;
- Previous programme leads;
- External advisers;
- Representatives from partner organisations.

Co-opted Members shall normally:

- Be appointed for a defined purpose or period;
- Participate fully in discussions relevant to their expertise;
- Not normally hold voting rights unless specifically agreed by the Committee.

The appointment of Co-opted Members shall not increase the maximum number of voting Committee Members.

7. Appointments and Terms of Office

Appointments shall seek to ensure an appropriate balance of expertise, diversity, continuity and succession planning.

Appointments shall normally be made following an open call for expressions of interest to the ISRV membership, promoted through appropriate ISRV communication channels to provide all eligible members with an opportunity to apply. Nominations may also be invited from Council, Committees and Special Interest Groups where appropriate.

Selection should be based upon:

- Relevant knowledge and experience;
- Commitment to the Committee's objectives;
- Ability to contribute strategically;
- Diversity of expertise;
- Geographical representation;
- Career stage;
- The overall composition and identified skills or representation gaps of the Committee;
- Succession planning.

Appointment to the Committee is not intended to represent a specific organisation or institution.

Chair

The Chair shall be appointed by ISRV Council.

The Chair serves as:

- Chair of the Education Committee;
- A member of Executive Committee;
- A member of Council;
- An ambassador for the Society's Education Programme.

Term of office: Three years, renewable once.

Maximum continuous service as Chair: Six years.

Vice Chair

The Vice Chair shall be appointed by the Education Committee following an open expression of interest from Committee Members.

The Vice Chair supports the Chair and deputises in their absence.

Appointment as Vice Chair does not automatically result in appointment as Chair.

Term of office: Three years, renewable once.

Where possible, the terms of the Chair and Vice Chair should be staggered to support continuity and succession planning.

Committee Members

Committee Members shall be appointed by the Education Committee following consideration of the Committee's current composition and future requirements.

Appointments shall be approved by a majority vote of Committee Members and ratified by the Executive Committee.

Committee Members are expected to contribute strategically to the development and governance of the ISRV Education Programme.

Term of office: Three years.

Committee Members may be reappointed for one further three-year term.

Maximum continuous service: Six years.

Following completion of two consecutive terms, members would normally stand down before being eligible for future reappointment, unless exceptional circumstances exist and continuation is agreed by the Committee and Executive Committee.

A Committee Member who has completed the normal maximum period of continuous service may remain on the Committee where subsequently appointed as Chair. Their service as Chair shall then be governed by the term of office applicable to the Chair.

Co-opted Members

Co-opted Members shall normally be appointed for:

- A defined project;
- A specific event;
- Specialist advice;
- A defined period not normally exceeding twelve months.

Appointments may be renewed where appropriate.

8. Roles and Responsibilities

Chair

The Chair shall:

- Provide strategic leadership for the Committee;
- Ensure the Committee fulfils its Terms of Reference;
- Chair Committee meetings;
- Approve meeting agendas;
- Facilitate effective decision making;
- Oversee delivery of the Education Strategy;
- Represent the Committee within Executive Committee and Council;
- Support succession planning;
- Oversee Committee performance;
- Work closely with the Education Programme Manager and ISRV Secretariat;
- Approve Working Groups where appropriate;
- Coordinate the Committee's Annual Report;
- Represent ISRV externally where appropriate.

Vice Chair

The Vice Chair shall:

- Support the Chair;
- Deputise when required;
- Contribute to strategic leadership;
- Assist with Working Groups;
- Support succession planning;
- Undertake responsibilities delegated by the Chair.

Committee Members

Committee Members are expected to:

- Attend meetings regularly;
- Prepare adequately by reviewing meeting papers;
- Contribute constructively to discussions;
- Declare conflicts of interest;
- Complete agreed actions within agreed timescales;
- Contribute to strategic development;
- Champion ISRV educational activities;
- participate in Working Groups where appropriate;
- Support evaluation and continuous improvement.

Committee Members are expected to contribute beyond attendance at meetings by providing expertise, advice and strategic input throughout the year.

Co-opted Members

Co-opted Members are expected to:

- Contribute specialist expertise relevant to their appointment;
- Participate in meetings when invited;
- Support the development of agreed initiatives;
- Comply with the Committee's governance arrangements.

9. Succession Planning

The Committee shall actively support succession planning to ensure continuity of leadership and maintain an appropriate balance of experience and fresh perspectives.

Succession planning should include consideration of:

- Future Committee leadership;
- Opportunities for Early Career Researchers;
- Diversity of expertise;
- Geographical representation;
- Skills required to support the evolving Education Strategy.

The Committee should seek to avoid simultaneous turnover of multiple experienced members wherever possible by staggering appointments and reappointments.

The Secretariat shall maintain a record of Committee appointments, terms of office and anticipated end dates to support succession planning and timely recruitment.

10. Working Groups

The Education Committee may establish time-limited or standing Working Groups to support the development, implementation or review of specific educational initiatives, events or strategic priorities.

Working Groups enable the Committee to draw upon the wider expertise of the ISRV community while ensuring that governance and decision-making remain with the Education Committee.

Working Groups may be established for activities including, but not limited to:

- Schools of Respiratory Viruses
- Mini-Schools

- Masterclasses
- Mentoring Programme
- Women in Leadership Network
- Digital Learning and LMS development
- Educational strategy development
- Scholarships and awards
- Evaluation and impact assessment
- Other initiatives approved by the Committee.

Working Groups may comprise:

- Committee Members;
- Co-opted Members;
- Representatives from ISRV Special Interest Groups;
- ISRV members;
- Early Career Researchers;
- ISRV Secretariat staff;
- External advisers where appropriate.

Each Working Group shall:

- Have a clearly defined purpose and scope;
- Report to the Education Committee;
- Work within agreed timelines;
- Operate within delegated authority agreed by the Committee.

The Education Committee retains overall responsibility for governance, approval and oversight of all activities undertaken by Working Groups.

11. Meetings

Frequency

The Education Committee shall normally meet at least four times per year, with additional meetings convened where required.

Meetings may be held:

- Virtually;
- In person; or
- Using a hybrid format.

The Chair may convene extraordinary meetings where urgent decisions are required.

Quorum

The quorum for Committee meetings shall be one-third of the appointed voting Committee Members, including either the Chair or Vice Chair.

If a meeting is not quorate, discussion may proceed, however any formal decisions shall be deferred until a quorate meeting or electronic vote can be held.

Agenda and Papers

Meeting agendas and supporting papers should normally be circulated at least seven calendar days before each meeting.

Committee Members are expected to review all papers in advance to enable informed discussion and decision making.

Late papers should only be circulated where necessary.

Minutes

Formal minutes shall be prepared for each meeting and will include:

- Attendees;
- Apologies;
- Declarations of interest;
- Decisions taken;
- Actions agreed;
- Action owners;
- Target completion dates.

Draft minutes should normally be circulated within four weeks of each meeting and approved at the next Committee meeting.

Meetings in Closed Session

The Chair may determine that specific agenda items should be considered in closed session where confidential matters relating to individuals, commercial discussions or governance issues are being considered.

12. Decision Making

The Committee shall seek to make decisions by consensus wherever possible.

Where consensus cannot be reached, decisions shall be determined by a simple majority of voting Committee Members present.

In the event of a tied vote, the Chair shall have the casting vote.

Decisions may also be made between scheduled meetings by electronic vote where required.

Electronic decisions shall:

- Be circulated to all voting Committee Members;
- Include an appropriate deadline for responses;
- Be recorded within the minutes of the next Committee meeting.

Co-opted Members may participate fully in discussions but shall not normally vote unless voting rights have been specifically agreed by the Committee.

13. Attendance and Engagement

Committee Members are expected to contribute actively to the work of the Education Committee throughout the year.

This includes:

- Attending meetings wherever possible;
- Reviewing meeting papers in advance;
- Contributing constructively to discussions;
- Completing agreed actions;
- Responding to electronic consultations;
- Participating in Working Groups where appropriate;
- Acting as ambassadors for the Society's Education Programme.

Where a Committee Member is unable to attend a meeting, apologies must be submitted in advance to the Chair, Secretariat or Education Programme Manager.

Attendance alone should not be regarded as the sole measure of engagement. The Committee recognises that members contribute in different ways throughout the year.

14. Annual Membership Review

The Committee shall undertake an annual review of its membership to ensure that it continues to reflect the expertise, diversity and engagement required to fulfil its responsibilities.

The review will consider:

- Attendance;
- Engagement;
- Contribution to discussions;
- Completion of agreed actions;

- Participation in Working Groups;
- Committee skills and expertise;
- Diversity and representation;
- Succession planning.

Each Committee Member will be invited annually to confirm whether they wish to:

- Continue in their role;
- Step down at the end of their current term;
- Seek reappointment where eligible.

The annual review should also identify future recruitment needs to ensure the Committee maintains an appropriate balance of experience, expertise and representation.

The outcomes of the annual membership review shall inform succession planning and, where vacancies or future skills and representation needs are identified, the recruitment process set out in Section 7.

15. Attendance Review and Cessation of Membership

The Committee recognises that members may occasionally be unable to participate fully due to professional or personal commitments.

Where concerns arise regarding attendance or engagement, these should normally be addressed through supportive discussion in the first instance.

Membership may be reviewed where a Committee Member:

- Fails to attend three consecutive meetings without prior apology or reasonable explanation; or
- Attends fewer than 50% of scheduled meetings over any rolling twelve-month period; or
- Demonstrates sustained non-engagement in Committee activities despite reasonable opportunities to participate.

Before any recommendation regarding cessation of membership is made:

1. The Chair (or Vice Chair where appropriate) shall discuss the circumstances with the individual;
2. Reasonable adjustments or a temporary leave of absence may be considered where appropriate;
3. The individual shall have an opportunity to respond.

Following this process, the Committee may recommend cessation of membership by majority vote.

Recommendations relating to the Chair shall be considered by Executive Committee.

Vacancies arising through resignation or cessation of membership may be filled in accordance with the Committee's appointments process.

16. Reporting

The Education Committee shall report regularly to the ISRV Executive Committee and Council on matters relating to its remit.

Reporting should include:

- Progress against the Education Strategy;
- Updates on educational activities and programmes;
- Significant decisions taken by the Committee;
- Programme evaluation and impact;
- Financial performance against approved budgets;
- Emerging risks and opportunities;
- Recommendations requiring Executive or Council approval.

The Chair shall provide updates to Executive Committee and Council as appropriate and present an annual summary of the Committee's activities.

An Annual Report should be prepared each year summarising:

- Key achievements;
- Programme outcomes;
- Learner engagement and impact;
- Progress against strategic objectives and KPIs;
- Financial overview;
- Priorities for the coming year.

17. Delegated Authority

The Education Committee has delegated authority from ISRV Executive Committee to provide governance and oversight of the Society's Education Programme within approved strategic and financial parameters.

This includes authority to:

- Develop and implement the ISRV Education Strategy;

- Approve educational initiatives that fall within the agreed strategic plan and approved budget;
- Establish and dissolve Working Groups;
- Appoint Co-opted Members;
- Approve educational policies, guidance and operational frameworks;
- Oversee the development of educational resources and programmes;
- Review and approve scholarship and educational funding allocations within agreed budgets;
- Monitor educational quality, impact and evaluation;
- Make recommendations to Executive Committee and Council regarding future educational priorities.

The Committee shall not commit ISRV to expenditure outside approved budgets or enter into contractual arrangements without appropriate Executive approval.

Matters outside the Committee's delegated authority shall be referred to Executive Committee.

18. Secretariat and Operational Support

The Education Committee shall be supported by the ISRV Secretariat.

The Secretariat shall provide administrative support to the Committee, including:

- Scheduling meetings;
- Preparing and circulating agendas and papers;
- Recording and distributing minutes;
- Maintaining Committee records;
- Coordinating Committee appointments;
- Supporting Committee communications;
- Facilitating implementation of Committee decisions.

The Education Programme Manager provides operational leadership for the delivery of the approved Education Programme and works closely with the Chair, Vice Chair and Committee to:

- Coordinate implementation of approved educational activities;
- Support Working Groups;
- Monitor programme delivery;
- Prepare reports for the Committee;
- Coordinate evaluation and continuous improvement;
- Provide professional advice to the Committee on operational matters.

The Education Programme Manager is not a voting member of the Committee unless separately appointed as a Committee Member.

19. Financial Oversight

The Education Committee shall oversee the educational budget allocated by ISRV Executive Committee and ensure that resources are used effectively, transparently and in accordance with the Society's financial policies.

The Committee shall:

- Review annual education budgets;
- Monitor expenditure against approved budgets;
- Consider the financial sustainability of proposed initiatives;
- Identify opportunities for external funding, sponsorship and partnerships where appropriate;
- Ensure that educational programmes deliver value to ISRV members.

The Committee shall work closely with the ISRV Treasurer and Executive Committee on matters relating to financial planning and significant expenditure, including developing long-term funding opportunities for the Education Programme.

Educational activities intended primarily to support ISRV's charitable objectives may be subsidised by the Society where approved by Executive Committee.

20. Conflicts of Interest

Committee Members shall act in the best interests of ISRV at all times.

Members must declare any actual, potential or perceived conflicts of interest relating to agenda items or Committee business.

Declared conflicts shall be recorded in the meeting minutes.

Where a conflict is considered material, the Chair may require the individual to withdraw from discussion and/or decision-making on the relevant item.

The Committee shall operate in accordance with any ISRV Conflict of Interest Policy.

21. Information Governance and Confidentiality

Committee Members shall maintain the confidentiality of information received through their role where this has not been made publicly available.

Committee papers, minutes and supporting documents shall be stored securely by ISRV in accordance with applicable data protection legislation and the Society's information governance procedures.

Committee Members shall use information obtained through their role solely for the purposes of carrying out Committee business.

22. Review of the Terms of Reference

These Terms of Reference shall be reviewed every three years, or sooner where required to reflect changes in the Society's governance, strategy or operating environment.

Minor amendments may be approved by Executive Committee.

Significant amendments shall be recommended by the Education Committee and approved by Executive Committee and, where appropriate, Council.

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