



# Terms of Reference of the Education Day Working Group

## **Purpose**

This working group has been established to oversee the selection of the topic, the programme and speakers for the annual Education Day event to be held on 14 June 2023 at the [Wellcome Collection](#) in London.

## **Rationale**

The Education Day has a strong educational agenda with a focus on active learning. Getting the right topics and format for this event is important and we need our members' input to ensure this event is relevant and attractive to our membership.

## **Principal responsibilities and outputs**

This working group has the following responsibilities:

- Agree overall topic(s) theme for Education Day
- Work with the Events and Membership Manager to agree the event format, the programme and to secure speakers
- Support the Events and Membership Manager in writing promotional content for the website and advertisement
- Agree, if possible, a new name for this event

The working group will use the FPM Event Planning Handbook as their guide to plan and deliver this event.

## **Membership of the Working Group**

Membership of the working group will include representation from the following stakeholder groups:

- Education and Standards Committee (ESC)
- Trainees Committee
- Wider FPM membership
- FPM Head of Education or nominated representative

Appointment is by open advertisement with members of FPM (Affiliate, Associate, Member, Fellow, Honorary) eligible to apply.

The number of group members will be 8-10. The working group will be chaired the Chair of ESC, or by a nominated alternative, and secretariat support will be provided by the Events Membership and Manager.

### **Meeting frequency and location**

The group will meet once a month beginning in December 2022, with meetings held online unless otherwise agreed by working group members. Group members will also provide additional input on specific matters between meetings as required, such as contacting potential speakers.

### **Duration of the Working Group**

The duration of the working group is 4-5 months.

### **Reporting and authority**

The working group is a sub-committee of the ESC, and this group will report on progress to the ESC. On behalf of the ESC, this working group has the authority to make decisions on the theme, topics and speakers at the event.