



The National Registrar of the Wood Energy Technical Training Program

Education Committee Terms of Reference (EDITED November 2023)

Type: Standing Committee

Purpose: To Co-ordinate WETT Educational Activities

ACTIVITIES

- Coordination in conjunction with instructors
- Review and update course materials (content, presentations, exams, materials),
- Inspection forms.
- Revise education policies as required.
- Oversee recruitment and training of new instructors.
- Recommend certification of new instructors to the Board.
- Review and approve CE requests in accordance with policies.
- Recommend new courses to be developed.
- Oversee instructors and bring instructor recommendations to the Board.
- Investigate and recommend education products/services to the Board (e.g., webinars, directory of resources on website, etc.).
- Implement and manage sub-committees and/or ad hoc committee.

COMPOSITION (MINIMUM)

- Two Board members
- Executive Director
- Minimum of three instructors

- Two Members-at-large

No more than one (1) committee member can work for the same company. No more than one (1) committee member can be from the same immediate family.

TERM

One-year term

REPORTING

- Board for policy changes.
- Board for final approval on major course changes, new instructors, activities requiring financial resources.
- Extraordinary budget requests to be approved by the treasurer.
- Consultation link to Instructors.

POLICY REFERENCES

- WETT Policy Manual
- CE Policy

Any committee member who fails to attend two (2) consecutive meetings, without reasons acceptable to the Board, shall be removed from the committee.