

# **The Belize Board of Teacher Education (BBTE)**

## **Terms of Reference**

The Chief Education Officer shall cause to be established the Belize Board of Teacher Education (BBTE), hereinafter referred to as the Board, to assist the Ministry in managing the delivery of teacher education programs and services in Belize. The Teacher Education and Development Services (TEDS) of the Ministry of Education will serve as Secretariat to the Board.

**Power and  
Functions  
of the  
Board**

1. The Board will act in an advisory capacity to the Chief Education Officer on general policy direction regarding all matters related to teacher education in Belize, including but not limited to, the entry qualifications of teacher trainees, the curriculum, program monitoring and evaluation, and the setting of standards and requirements for certifying all teachers trained by institutions approved to offer teacher training programs, services and/or courses in Belize.

**Duties of  
the Board**

2. The duties of the Board in relation to providing oversight on general policy direction regarding teacher education matters is to be distinguished from the responsibility of the Teacher Education and Development Services. In this regard, the Board shall:
  - (a) make recommendations about the granting of approval to education institutions wishing to offer new or existing programs, services and/or courses for the training of teachers in Belize;
  - (b) make recommendations about the granting of approval for new teacher education programs, services and/or courses for delivery in existing teacher education institutions in Belize;
  - (c) recommend and moderate standards for the delivery and assessment of teacher education in all institutions approved to offer teacher training programs, services and/or courses in Belize;
  - (d) endorse all rules, procedures and policies governing the delivery of teacher education in all institutions approved to offer teacher training programs, services and/or courses in Belize;
  - (e) endorse and publish curricula for each program and/or course offered for the training of teachers in Belize;
  - (f) approve certification for all teachers successfully completing a teacher education professional formation program in Belize, and for teachers of other countries seeking employment in Belizean schools;
  - (g) review and endorse criteria and guidelines for issuance of licenses to teachers at the pre-primary, primary and secondary levels of the Belizean school system;
  - (h) endorse curricula that support the education and continuous professional development of teachers, teacher educators and other instructional leaders throughout their careers;
  - (i) review annual reports submitted by all institutions approved to offer teacher training programs, services and/or courses in Belize

and make recommendations for the development of programs as may be required;

- (j) facilitate the creation of articulation and transfer agreements between all institutions approved to offer teacher training programs, services and/or courses in Belize;
- (k) approve recommendations annually for the granting of award to outstanding teachers for exceptional service rendered in the profession; and
- (l) consider all other matters related to the delivery of teacher education for the purpose of making recommendations as is appropriate for the furtherance of the training of teachers by means of short or long term plans of action for those institutions approved to offer teacher training programs, services and/or courses in Belize.

**Composition  
of the Board**

3. The Board of Teacher Education shall consist of no more than thirteen (13) members to be appointed as follows:

- (a) three (3) representatives of the Ministry of Education appointed by the Chief Education Officer – the Director of the Teacher Education and Development Services, the Director of the Quality Assurance and Development Services and the Director of the Tertiary, Post-Secondary & Adult and Continuing Education Services – who shall be ex-officio members;
- (b) three (3) teacher educators representing those institutions approved by the Ministry of Education to provide teacher training programs, services and/or courses in Belize, one from the University of Belize and two (2) others, one (1) of which must be from the junior colleges, collectively selected by the respective institutions;
- (c) one (1) representative from the Association of Tertiary Level Institutions (ATLIB), selected by the membership;
- (d) one (1) representative from the Association of Managers of Primary Schools, selected by the membership;
- (e) one (1) representative from the Belize Association of Principals of Secondary Schools (BAPSS), selected by the membership;
- (f) one (1) representative from the Belize National Teachers Union (BNTU) , selected by the Executive of the BNTU;
- (g) one (1) representative from of the Joint Board of Teacher Education (JBTE), selected by the Executive of the JBTE; and
- (h) two (2) representatives from the community, one (1) appointed by the Minister of Education and one (1) appointed by the Council of Churches.

**Term of  
Office**

4. (a) The term of office of the members of the Board, other than the three (3) ex-officio members and the two (2) members collectively selected by those institutions approved by the Ministry of Education to provide teacher training programs, services, and/or courses in Belize, shall be for three (3) years from the date of

appointment. Reappointment of members shall not be automatic and in any case such appointment shall not exceed six (6) consecutive years.

The term of office of the two (2) members collectively selected by those institutions approved by the Ministry of Education to provide teacher training programs, services and/or courses in Belize, shall be on a rotational basis, each for a period not exceeding one (1) year.

- (b) A normal term of office shall begin on May 1.
- (c) The membership of a representative may be rescinded at any time by the respective nominating institution/agency.
- (d) An institution/agency shall nominate a substitute if a member of the Board is unable to carry out his/her duties.
- (e) In the event that a named representative is unable to continue serving in his capacity as member of the Board, the nominating institution/agency shall advise the Chief Education Officer through the Chairperson, of the member's resignation and of his replacement.
- (f) The Chairperson may ask a nominating institution/agency to appoint another representative to the Board if the respective member has been substituted for or absent from three (3) consecutive meetings. Such appointment shall be for the remainder of the term of office of the member who is being replaced.

**Officers  
of the  
Board**

- 5. (a) There shall be a Chairperson, Vice-Chairperson, an Executive Secretary and a Recording Secretary to the Board.
- (b) The Director of the Teacher Education and Development Services, appointed by the Chief Education Officer as one (1) of the representatives of the Ministry of Education, shall serve as Executive Secretary to the Board.
- (c) The Chairperson, Vice-Chairperson and Recording Secretary shall be elected by members of the Board from its membership at its first meeting.
- (d) A member representing the Ministry of Education or the institutions approved by the Ministry of Education to provide teacher training programs, services and/or courses in Belize shall not be deemed eligible for election as the Chairperson of the Board.
- (e) An elected officer may at any time resign office by informing the Chief Education Officer, through the Chairperson, in writing of his/her resignation.
- (f) In the event of the resignation of an officer from the Board, the vacant position on the Board shall be first filled in accordance with these rules of procedures and elections then held at the first possible meeting after that to fill the vacant office.

**Powers and  
functions  
of the  
Chairperson**

- 6. (a) The Chairperson shall preside over all meetings of the Board which he/she attends and in his/her absence, the Vice-Chairperson shall preside. In this regard, the chairperson shall collaborate with the

Executive Secretary to ensure that meetings are well planned and effectively conducted to consider and dispose of all business after appropriate deliberation.

- (b) The Chairperson shall ensure that all members of the Board are fulfilling their obligations as members of the Board and, if not, shall seek their removal from the Board.
- (c) The Chairperson, with the assistance of the Executive Secretary, shall ensure that all standing and ad hoc committees of the Board are performing effectively in accordance with their terms of reference.

**Powers and functions of the Executive Secretary**

- 7. (a) The Executive Secretary, in collaboration with the Chairperson, shall guide the process of providing oversight regarding managing the delivery of teacher education in Belize with respect to policies, procedures, and regulations, and in this capacity shall be responsible for spearheading the formulation of such policies, procedures and regulations for consideration and endorsement by the Board.
- (b) The Executive Secretary shall be the primary liaison between the Board and the Teacher Education and Development Services
- (c) The Executive Secretary shall provide the Board with the necessary documentation relating to all teacher education matters and shall ensure that the appropriate reports arising from working sessions of the Board are properly prepared and circulated to the respective persons.

**Powers and functions of the Recording Secretary**

- 8. (a) The Recording Secretary shall be responsible for the minutes of all meetings of the Board.
- (b) The Recording Secretary shall liaise with the Executive Secretary to finalize the agenda for meetings of the Board and shall ensure that notice of and documents relevant to the business of meetings are circulated as required.

**Meetings**

- 9. (a) The Board shall meet on a quarterly basis.
- (b) The Executive Secretary shall ensure that notice of every meeting be given and the agenda of the meeting and minutes of previous meeting thereof circulated not less than seven (7) days prior to the date of such meeting, provided that this shall not apply to special meetings.
- (c) Seven (7) members of the Board shall form a quorum at any meeting, one of whom must be the Chairperson or Executive Secretary of the Board.
- (d) Decisions of the Board at meetings thereof shall be taken by the majority of members present and voting. All members of the Board shall have one (1) vote, including the ex-officio members. In the event of a tie, the Chairperson shall have the casting vote.

- (e) No act or proceedings of the Board or of any committee thereof shall be invalidated on account of any vacancy among the members of the Board or such committee.

**Special Meetings**

- 10. The Executive Secretary, through the Chairperson may, at any time, summon a special meeting of the Board and must call such a meeting within fourteen (14) days of a:
  - (a) request for that purpose addressed to him/her in writing and signed by five members of the Board; or
  - (b) of a directive to that effect addressed to him/her in writing and signed by the Chief Education Officer.

Provided that such request shall state the specific purpose for which the meeting is required to be summoned and that such meeting shall consider only the specific purpose for which it was summoned. Notice of such a meeting, stating the purpose of the meeting, is to be circulated no later than seven (7) full days prior to the meeting.

**Minutes**

- 11. (a) Minutes of each meeting shall be kept by the Recording Secretary or in his/her absence, such person as the Board appoints for this purpose;
- (b) The Recording Secretary shall ensure that the minutes of the Board meetings are documented, prepared and distributed to members; and must be confirmed at the next regular meeting of the Board; the Chairperson of the said regular meeting shall sign and date the official copy of the minutes after confirmation.
- (c) The Executive Secretary shall forward a copy of the confirmed minutes of each meeting to the Chief Education Officer as soon as possible after the meeting at which they were confirmed.
- (d) It shall be the responsibility of each member of the Board to maintain his/her file of minutes and other records of the Board and to ensure that these are appropriately conveyed to his/her supervisor and successor of the institution/agency he/she represents.

**Standing or Ad Hoc Committees**

- 12. (a) The Board is empowered to appoint standing or ad hoc committees as it deems expedient.
- (b) Each standing or ad hoc committee shall consist of members appointed by the Board from among its membership. However, the Board can also appoint persons to a standing or ad hoc committee who are not members of the Board but have specific and/or relevant expertise.
- (c) The chairperson of any standing or ad hoc committee formed by the Board shall be a member of the Board and shall be appointed by the Chairperson of the Board.
- (d) The Board shall decide on the terms of office, powers and functions of every standing or ad hoc committee it appoints.
- (e) Decisions of standing or ad hoc committees shall be taken by a majority of members present and voting.