

# NZSI Professional Advisory Group

In September, 1999 the NZSI Teacher Trainers met in Auckland. It was agreed unanimously at that meeting that the teacher trainer group can best carry out its responsibilities as the group of senior professionals within the Suzuki community through the formation of a small Professional Advisory Group. The following information states the roles and responsibilities, the principles, and the structure of the NZSI Professional Advisory Group. (PAG)

## The Roles and Responsibilities of the Professional Advisory Group of the NZSI

1. Advising on and monitoring the standards of teaching music, including
  - Organising an overall training programme for training teachers
  - Assessment of teachers according to agreed criteria and time frames
  - Setting the requirements for, and the ways of implementing, the training programme for training teachers
2. Advising the National Executive on other matters relating to quality and standards
3. Assessment of graduation tapes or delegating this appropriately
4. A professional development programme for teacher trainers
5. A professional development programme for teachers (could be same as above, or different)
6. Advising on the criteria for and selection of new teacher trainers
7. Developing the guidelines for selection of overseas and local teachers for workshops (of all kinds including camps etc.) And providing advice on this.
8. Providing advice to and linkage with external training bodies
9. Holders (with others) of the vision set out by Dr. Suzuki
10. Advising the National Executive of the NZSI on matters relating to
  - establishment of new instrument groups
  - any other matter requiring a professional input.

## The Principles used to guide the operation of the Professional Advisory Group

1. Commitment to the philosophy of the Suzuki method.
2. Democracy: Open process of decision making after debate and according to agreed criteria (e.g. voting, consensus, etc.)
3. Accountability: Recognised process and time frames for
  - \* appointment to the group membership
  - \* for reporting to the National Executive
  - \* for reporting to the membership
  - \* establishing criteria for making key decisions
  - \* feedback and challenge / complaints - from the members etc.
4. Transparency: Open recognised processes and decision making, which are communicated, accessible and maintained.
5. Consultation: a commitment to consult - each other within the group
  - other parts of the Suzuki community
  - and to listen to the views of others.
6. Professionalism: acting professionally at all times, and with a commitment to a high standard of teaching of music
7. Respect: to operate towards each other, and other members of the Suzuki community, with respect and encouragement, acknowledging our different strengths.

# **Structure of the NZSI Teacher Trainer Group and the NZSI Professional Advisory Group Updated October 2005**

## **Teacher Trainer Group**

- a) All teacher trainers are expected to be part of this group.
- b) The teacher trainer group meets once a year. This meeting may be held in conjunction with an event under the professional development programme. The content of this meeting will be determined by the PAG based on current professional issues and training matters.
- c) The teacher trainer group appoints a Co-ordinator to act as liaison/contact person for the group. That person will be a member of the PAG, but not the Director of Teacher Training or the Co-ordinator of the PAG. It is the responsibility of the Co-ordinator to:
  - 1. Arrange each year, by the first week of February, the distribution of Teacher Trainer Registry Applications through the NZSI President. Submit completed Registry Applications to the National Executive for determination, compile and maintain the Registry and arrange for its publication in the Journal and on the NZSI's website.
  - 2. Call and chair the annual meeting of the Teacher Trainer Group and arrange for the minutes to be taken.
  - 3. Distribute PAG and Teacher Trainer Group minutes to all Teacher Trainers.
- d) The Teacher Trainer group is accountable to the membership through the National Executive.
- e) Responsibility:
  - \*The group has constitutional responsibility for agreeing on the criteria for accreditation and qualifications of Suzuki teachers, and recommending these to the National Executive
  - \*The Professional Advisory Group is expected to consult the teacher trainer group on major issues. This consultation may be in writing, by telephone conference, or by a meeting of the group.
- f) There will be consultation and communication with all members of the group, but if any individual member misses a meeting or telephone conference, or deadline for reply, the decisions made by the rest of the group in their absence are valid.
- g) The Teacher Trainer Group requires funding to cover the costs of convening the annual meeting.

## **Professional Advisory Group**

- a) Four teacher trainers comprise the nucleus of the Professional Advisory Group. The Teacher Trainer Group Coordinator and Director of Teacher Training are members of the Group.
- b) The Professional Advisory Group may nominate senior teachers to be members of the Group.
- c) The PAG may co-opt senior teachers, instrument representatives, or other members of NZSI to undertake specific tasks or projects.
- d) It is intended that membership of the PAG will rotate on a regular basis enabling teacher trainers to take their turn on the PAG. Membership is for a 2 year term. Rotation will be managed to provide for the progressive renewal of the Group's membership.
- e) The PAG operates according to the 7 Principles agreed at the teacher training meeting on 12 September 1999, and has responsibility for the 10 areas agreed at the same meeting.
- f) The PAG is accountable to the membership through the National Executive, and to the Teacher trainer group. The PAG consults the teacher trainer group on major matters.

- g) It is the responsibility of the co-ordinator appointed by PAG to call and chair meetings, compile and distribute agenda items, and arrange for the minutes to be taken.
- h) The PAG meets 2 times a year in April and September with additional teleconferences as needed.
- i) Major issues or proposals requiring consideration by the PAG are to be presented as written submissions and circulated to PAG members prior to the meeting at which the item is scheduled to be discussed.
- j) The content of the Annual Teacher Trainer meeting will be determined by the PAG based on current professional issues and training matters.
- k) Minutes of the PAG group are available to teacher trainers and the National Executive of NZSI.
- l) Every effort will be made to consult and communicate with all members of the PAG but if any member of the group misses a meeting or telephone conference, or deadline for reply, the decisions made by the rest of the group in their absence are valid.
- m) The PAG requires funding for administration hours, meeting costs, travel, phone charges, postage etc.