

## Australian Shareholders' Association – Education Committee Charter

| Authorisations:    |                     | Review:       |                |
|--------------------|---------------------|---------------|----------------|
| Approval Authority | Board               | Date Approved | 2 October 2026 |
| Recommender        | Education Committee | Next Review   | 2 October 2028 |
| Version            | 2.0                 | Review Period | Two-yearly     |

### 1. Purpose

This Charter sets out the role, responsibilities and authority of the Education Committee (Committee) established by the Board of the Australian Shareholders' Association (ASA).

The Committee assists the Board by providing strategic advice and guidance on ASA's investor education direction, priorities and development, drawing on the experience and expertise of its members. In doing so, the Committee will have regard to whether ASA's education offering:

- aligns with ASA's purpose, strategy and priorities;
- responds to the current and emerging education needs of the investor community;
- is relevant, high quality, accessible, independent and effective; and
- is delivered in a financially sustainable manner.

The Committee is an advisory body and does not have an operational role. Management is responsible for developing and implementing ASA's education programs and activities within the strategy, budget and delegations approved by the Board.

### 2. Authority

The Committee may, within the scope of its responsibilities:

- consider matters and make recommendations to the Board consistent with this Charter; and

- establish time-limited working groups to examine specific education matters, provided their role remains advisory and any expenditure or external commitments are within approved delegations and budgets.

The Committee has no executive powers and does not relieve the Board of its responsibilities.

The Committee may not direct staff or commit ASA to expenditure, contracts, programs or other obligations except where authority has been expressly delegated by the Board.

### **3. Composition of the Committee**

- The Committee is appointed by the Board, which approves the Chair and all Committee members.
- The Committee will consist of at least three members.
- The Chair must be an ASA Director. The Chair of the Board may be a member of the Committee but may not chair it.
- The CEO is a member of the Committee.
- The Board may appoint members with relevant expertise in areas such as investor education, adult learning, investment markets, digital learning, member engagement or related fields.
- The Committee will appoint a Secretary to coordinate meetings; prepare agendas, papers, minutes and undertake governance administration.

The Board will seek an appropriate mix of skills, experience and perspectives across the Committee. Members are expected to understand ASA's purpose, strategy and operations, and to maintain the knowledge required to contribute effectively.

Committee members are expected to prepare for and actively participate in meetings and contribute their skills, experience and perspectives to the Committee's work.

Committee members must act in the best interests of ASA, maintain confidentiality and disclose and appropriately manage actual, potential or perceived conflicts of interest.

### **4. Meetings, notice, agenda and minutes**

- The Committee will meet at least three times each year and additionally as required.
- A quorum is the smallest number greater than half of the appointed members.
- The Chair will review and approve the agenda developed by the Committee's Secretary for each meeting. The agenda will be informed by the Committee's annual work plan and matters referred by the Board or management.

- Meetings may be held in person or by technological means that allow members to participate effectively.
- The agenda and relevant papers will normally be circulated at least one week before each meeting.
- The Committee may invite other people to attend all or part of a meeting where their expertise or input would assist the Committee.
- In the Chair's absence, the members present will appoint a Chair for that meeting.
- The Committee Chair will report material matters and recommendations to the Board after each meeting.

Operational meetings relating to education planning, program development, content development and delivery may be convened separately by management and do not form part of the Committee's responsibilities.

## **5. Secretariat duties**

Proceedings of Committee meetings will be minuted by the Committee's Secretary. Minutes will record key matters considered, recommendations, actions arising and any declared conflicts of interest.

Once approved by the Committee, minutes will be retained with ASA's governance records and provided to the Board.

## **6. Responsibilities of the Committee**

The Committee's responsibilities include the following.

### **6.1 Education strategy and priorities**

- Provide strategic advice on ASA's education direction and priorities, including input into the high-level annual education plan.
- Consider the current and emerging education needs and interests of the investor community, including changes in markets, technology and investor behaviour.
- Provide guidance on the appropriate mix of audiences, topics, formats and delivery channels across ASA's education portfolio.
- Identify emerging education trends, opportunities and gaps and provide a channel for professional and subject-matter input.
- Consider how education supports ASA's member value proposition, participation, engagement and broader organisational objectives.

## **6.2 Quality, relevance and independence**

- Provide guidance on the overall relevance, quality and effectiveness of ASA's education offering, rather than approving individual items of content as a matter of course.
- Consider whether ASA has appropriate frameworks and processes to support education content that is contemporary, balanced, understandable and appropriate for its intended audience.
- Provide guidance on the appropriate use of evidence-based, qualified presenters and subject-matter expertise.
- Support principles that preserve ASA's independence where education involves sponsors, partners, presenters or other external contributors.

## **6.3 Reach, participation and accessibility**

- Consider how ASA can make education accessible to investors with different levels of knowledge, experience, location and preferred ways of learning.
- Consider the appropriate balance of face-to-face, live digital, on-demand and other delivery formats.
- Consider whether education is reaching priority audiences and identify opportunities to extend reach through appropriate channels and partnerships.
- Consider the contribution of ASA volunteers, members, external experts and speakers to the education offering.

## **6.4 Performance and sustainability**

- Consider information on the performance and impact of ASA's education portfolio, including participation, reach, audience mix, satisfaction, engagement, learning value and repeat participation, to inform strategic advice and guidance.
- Consider material trends in education revenue, costs and financial contribution where relevant, to inform discussion on priorities and the future development of the education portfolio.
- Provide guidance on the implications of management's evaluation of significant programs or new initiatives for future education priorities and investment.

## **6.5 Reporting and other matters**

- Provide the Board with regular updates on the Committee's work and recommendations.

- Consider any education-related matter referred to the Committee by the Board.

## **7. Review of the Charter, Committee composition and Committee performance**

At least every two years:

- The Committee will review this Charter, and recommend any proposed changes to the Board for approval. The Charter will be made available on the ASA's website.
- The Committee will review the composition and performance of the Committee and provide any recommendations to the Board.