

Terms of Reference 2021/2022

Supervision Portfolio Committee

The primary task of the SPC (Supervision Portfolio Committee) is to work with the COMENSA Board to design and implement a strategy to enhance the quality of coaching and mentoring by developing, maintaining and promoting supervision as best practice for coaches and mentors. This includes providing support and assistance with the implementation of national policy and strategic plans adopted by the Board.

1. Ensure ongoing, committed membership of the committee.
2. Develop, maintain and promote supervision as best practice for coaches and mentors.
3. Ensure that supervision is accessible to all COMENSA members.
4. Maintain and update a list of registered coach supervisors.
5. Research, analyse and interpret information related to supervision.
6. Develop plans to market supervision as and when required.
 - a. Coaches and Mentors
 - b. Buyers who use coaches
 - c. Coach training
 - d. Supervisors.
7. Design, agree on and implement a set of strategic objectives.

- 1. Ensure ongoing, committed membership of the committee.**
 - a. The supervision committee will comprise of volunteers who meet specific criteria who are prepared to be on the committee for a period of 2 years. It is made up of diverse COMENSA members who are either supervisors with coach supervision qualifications or credentialed coaches.
 - b. Allow co-opted members to join the committee for specific projects who have specific skills and capabilities as required.
 - c. The committee meets online monthly on the first Wednesday of each month with additional physical meetings as and when agreed.

- 2. Develop, maintain and promote supervision as best practice for coaches and mentors.**
 - a. Ensure the latest Supervision Comprehensive Policy Document; Guidelines for Application to become a COMENSA-registered Supervisor and Evaluator Report are uploaded to the website.
 - b. Individually model and promote the benefits of supervision on all levels in our sphere of influence.
 - c. Ensure the T.O.R. is updated annually within one month post the national AGM.
 - d. Create opportunities for COMENSA members to experience supervision.

- 3. Ensure that supervision is accessible to all COMENSA members.**
 - a. Ensure there is a process for suitably qualified supervisors to join the COMENSA registry.
 - b. Ensure a supervisor database is available on the website.
 - c. Communicate with marketing to ensure that the list is available on COMENSA social media: Facebook, Twitter, LinkedIn.

- 4. Maintain and update a list of registered coach supervisors.**

- a. Maintain and provide quality control for application processes for the registering of supervisors.

5. Research, analyse and interpret information related to supervision.

- a. Identify research topics.
- b. Develop research surveys.
- c. Analyse and interpret results for strategic input.

6. Develop plans to market supervision as and when required.

a. Coaches

- Draw the attention of COMENSA membership to International Supervision Day 21 May in appropriate ways.
- Use social media platforms to sustain awareness.
- Develop and publish regular articles, items of interest on the web and via social networks.
- Offer ONE free supervision session for every new voting member (excluding students and organisations) on joining COMENSA.

b. Coach Buyers

Promote the use of supervision in coaching organisations or organisations who employ internal or external coaches by:

- Identifying opportunities to promote coach supervision at relevant conferences and other events.
- Educating coaching organisations and organisations who have a coaching strategy.

c. Coach Training

- Collaborate with MCSC to ensure supervision is included in coach training programmes.

d. Supervisors

- Arrange activities to create a community of practice.

7. Design, agree on and implement a set of strategic objectives.