



## **TEFMA Information Services Committee**

### **Terms of Reference**

#### ***Overview***

These terms of reference outline the objectives and responsibilities of the Information Services Committee to achieve optimal outcomes. The Committee members have developed the Terms of Reference and defined the purpose and every member fully supports them.

#### ***Constitution & By-laws***

The Information Services Committee was established by a resolution of the TEFMA Board based on these terms of reference.

#### ***Charter***

The Information Services Committee was established to advise the TEFMA Board on items as set out below in the scope. It has an advisory capacity. The Information Services Committee and Chair makes decisions within the TEFMA Board delegation of authority matters outside of this will be recommended for approval by the Board.

#### ***Purpose***

To promote research relevant to tertiary education facilities management and to collate information and disseminate it to members.

#### ***Committee Scope***

The Information Services Committee provides recommendations and advice to the TEFMA Board for its consideration in relation to:

#### ***Purpose –***

1. To collate information and promote research relevant to higher education facilities management and disseminate to members;
2. Continually develop and regularly update the TEFMA website, TEFMA Community and other online systems/tools deployed by TEFMA;
3. Promote and facilitate information exchange between members through the provision of online platforms;
4. Coordinate the annual TEFMA Benchmark Survey and distribute results;
5. Develop and conduct further surveys to extend performance indicators and provide additional management tools;
6. Establish and maintain a library of relevant information, resources and directories and disseminate such information via the online community platform;
7. Prepare and maintain a plan (including budgeting & financial management) covering information services requirements and linkages to the TEFMA Strategic Plan;
8. Ensure that the TEFMA website information, under the 'Information Services' menu, is regularly updated;
9. Prepare Board Meeting and AGM Reports;
10. Provide recommendations to the TEFMA Board on matters where relevant; and
11. Action decisions of the TEFMA Board where relevant.

***Quorum***

A quorum is achieved by dividing the number of current Committee members entitled to vote by two (disregarding any fraction) and adding one.

***Frequency of meetings***

The Information Services Committee will meet at least ten times per calendar year. Additional meetings may be called as required. Meetings may be online, via teleconference or in person as specified on the agenda.

***Committee Recruitment, Resignation & Removal***

Should a member no longer wish to participate in the Information Services Committee, they are requested to resign in writing to the Secretariat of the Committee. It is a majority decision of the Information Services Committee to decide if a casual vacancy on the Committee is to be filled or not, and subsequent approval by the Board is required to fill a casual vacancy. The Board may add members to the Committee. Involuntary/forced removal of a Committee member is a decision that will be made solely by the TEFMA Board.

***Winding Up***

Should it be deemed necessary, or the Information Services Committee has achieved its defined scope, then it can be dissolved by a resolution of the TEFMA Board.

**Document Portal**

To support the work of Committees the following resources are available in the Policy and Procedure Manual, Version 10.5 dated September 2023, retained in the TAS file share – Cat Herder.