

STAFF AND EDUCATIONAL DEVELOPMENT ASSOCIATION

SUB-COMMITTEE TERMS OF REFERENCE

Executive Committee may delegate the administration of any of its powers to Committees consisting of one or more of its members. Such Sub-committees shall agree a constitution which must be approved by the Executive Committee. The constitution shall include the following:

Function

A statement as to the function of the Committee and means by which it will fulfil this function. This should include a requirement to:

- monitor and review the activities and function of the Committee.
- draw up and monitor financial plans and forecasts
- provide reports to the SEDA Executive
- produce an Annual Report for inclusion in the Report of the Directors / Trustees
- have minutes entered in minute books, copies of which must be available to all members of the Executive Committee.

Membership

Members of the committee must be associate or individual members of SEDA. Membership will comprise a representative from SEDA Executive Committee; other members who shall be nominated and elected from the individual members of SEDA and authorised institutional representatives. The SEDA Chair or their representative is an ex-officio member of the Committee. The Committee may co-opt additional members for a fixed term. Co-optees do not have voting rights. The total membership of the Committee will not normally exceed 16.

Officers

Officers must be SEDA associate or individual members or the institutional contact of an institution in membership. At the first Committee meeting of the calendar year the Committee shall elect from its members a Chair, initially for a three year period with the option of standing for re-election for one further year. At least one year shall elapse before standing for the same post again. The Committee Chair is an ex-officio member of the Executive and Finance and Administration Committees.

At the first Committee meeting of the calendar year the Committee shall also elect from its members a Finance Officer and other posts as may be deemed necessary. The Finance Officer is an ex-officio member of the Finance and Administration Committee.

Processes

Committees will normally meet no more than four times a year.

Questions at meetings must be decided by a majority of votes of the members present.