**SEDA Services and Enterprise sub-Committee**

**Terms of Reference**

1. **Purpose**

The SEDA Services and Enterprise sub-Committee exists to support SEDA’s leading role in educational development by ensuring the relevance and viability of SEDA’s membership offer. SEDA is mindful of the need for SEC not to replicate the work of other SEDA Committees: SEC must therefore liaise regularly with other sections of SEDA to ensure that any new enterprises identified and nurtured can have long-term sustainability within the organisation.

1. **Aims**

The aims of the Services and Enterprise sub-Committee are to:

1. Lead SEDA’s work in identifying changing needs and initiatives in the sector.
2. Ensure the services SEDA provides address the needs of its members and the wider sector.
3. Co-ordinate an attractive and value-for-money range of services to SEDA members as part of a financially viable membership offer.
4. **Functions**
5. To ensure that the SEDA’s activities (related to the sub-Committee) are carried out effectively in line with the SEDA strategy and budget.
6. To advise the SEDA Executive Committee on matters pertaining to the sub-Committee activity.
7. To make recommendations to the SEDA Executive Committee on any strategic matters relating to the Sub-Committee’s areas of activity. For some matters, the SEDA Executive Committee will be responsible for the final decision.
8. The Committee specifically undertakes activity in the following areas:

* Monitor trends in individual and institutional membership, and make recommendations to Executive, with the view of ensuring the provision of services aligns appropriately and sustainably with the fee
* Ensure the effective running of the SEDA Fellowships scheme, and oversee the offers, numbers of registrants, completions, and the overall quality of submissions
* Oversee the management of the SEDA courses, ensuring they run at appropriate intervals in response to demand, that the curriculum is relevant and forward-looking, that the quality of the courses is satisfactory, and that there is an appropriate balance between the costs of running the course and the fee income generated.
* Initiate some SEDA projects, and co-ordinate all SEDA projects, working across different areas of SEDA’s provision and with external partners in areas which will benefit SEDA
* Identify and create opportunities for income generation and developing these into proposals for taking forward by SEC or other sections of SEDA
* Co-ordinate the dissemination of information about SEDA
* Liaise closely with the SEDA administration to ensure that the SEDA databases and communication systems are fit for purpose to support effective and efficient communication with members, prospective members, other users of SEDA services, committees and external project partners
* Support the work of other SEDA Committees through ensuring appropriate data collection, membership records, and dissemination of information relating to external projects and income generating activities
* Advise the SEDA Executive on policy and strategy with regards to all areas within the remit of the Committee

**4. Frequency of Meetings**

1. The Sub-Committee shall meet (face to face or virtually) whenever it chooses (but usually three times a year).
2. A quorum at each meeting shall be four members.
3. Occasionally a short life working-group may be created by the Sub-Committee to work on a particular project. This group may co-opt people outside of the Sub-Committee.
4. **Chair Person**
5. The Sub-Committee elects a Chair/Co-Chairs of its meetings initially for a three year period with the option of standing for re-election for a one year period. At least one year shall elapse before standing for the same post again.
6. The Chair/Co-Chairs will become member(s) of SEDA’s Executive Committee and so must be available for these meetings as well as the Sub-Committee meetings. Where a Chair cannot attend an Executive meeting, the Deputy Chair should attend in their place.
7. **Membership**
8. The Sub-Committee should normally consist of a Chair and Deputy-Chair; or Co-Chairs; and at least six other members but no more than 12 in total.
9. Members must be SEDA individual members, associate members or representatives of an institution with institutional membership.
10. The Sub-Committee shall normally fill vacancies occurring in their membership from among the SEDA membership through an advert on the SEDA JISCmail list or an announcement at the AGM.
11. The Sub-Committee may co-opt additional members, above the 12 maximum, for a fixed term. Co-optees do not have voting rights.
12. **Ex Officio members**

* SEDA Treasurer or Deputy Treasurer.
* SEDA Fellowships Co-ordinator.
* Programme Leader(s) for SEDA Award Courses.
* **Clerk: SEDA Officer.**

1. **Attendance**
2. Other people may, at the SEDA Executive’s discretion or the Sub-Committee’s request, attend meetings as required.
3. If at any meeting the Sub-Committee’s Chair/Co-Chairs are not present within ten minutes after the appointed starting time, the members present may choose one of their number to be Chair of the meeting.
4. If a Sub-Committee member is inactive and has not been in communication for more than three consecutive meetings they may be asked to step down.
5. **Reporting**

The Enterprise and Services Committee reports to the SEDA Executive Committee.

1. **Record of Meetings**
2. The Sub-Committee Chair/Co-Chairs shall ensure that an agreed written record of each of its meetings is completed by a member of the SEDA office in the form of action minutes.
3. If a member of the SEDA office is unavailable to take minutes, a member of the Sub-Committee should do so.
4. A report will be provided for each SEDA Executive meeting.
5. Action minutes must be available to the Executive Committee if requested.
6. **Disputes**

In the first instance, any disputes within the Sub-Committee, should be resolved through the Chair/Co-Chairs if possible. If this fails then matters may be reported to a specially arranged subgroup of the SEDA Executive Committee and agreed by the SEDA Co-Chairs.

**29 October 2019**

Revised Jaki Lilly, 29 October 2019.

Reviewed S&E Committee, June 2018.

Revised S&E Committee, 29 January 2014

Revised Shân Wareing, 23 April 2012

Tony Brand, 2010,