

SEDA Executive Committee Terms of Reference

Membership

This will be as detailed in the Standing Orders of the Association.

Roles and Responsibilities

- To monitor and implement the Memorandum and Articles of Association.
- To monitor and evaluate the work of SEDA in relation to its mission.
- To guide and implement SEDA strategy.
- To oversee the management of SEDA and delegate responsibility to co-ordinators and sub-committees, to ratify decisions made by them, to receive reports and discuss issues arising, and to approve sub-committee terms of reference.
- To guide Co-ordinators, Sub-Committee Chairs and other Officers in their representation of SEDA.
- To set up working groups as required.
- To pursue appropriate relationships with other bodies.
- To ensure the induction, staff development and renewal of committees and their membership in relation to SEDA's constituencies.

Quorum

The quorum necessary for business to be done at an Executive Committee meeting must be at least a third of the membership of the Executive Committee and subject to a minimum of three.

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
- have minutes entered in minute books, copies of which must be available to all members of the Executive Committee.

Membership

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. The total membership of the Committee will not normally exceed 16.

Officers

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.

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.

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.