

## **TechNet Australia Committee**

### **Terms of Reference**

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## **1.0 Introduction**

### **1.1 Name**

The name of the committee shall be TechNet Australia and hereafter shall be referred to in the terms of reference as “the Committee” or TNAC

Compositions of the committee shall be employee representatives of the higher education sector, where possible, TNAC members should be elected members of local TechNet committees.

### **1.2 Purpose**

The purpose of this document is to provide guidance as to the operation and responsibilities of the TechNet Australia Committee (TNAC).

### **1.3 Scope**

The Terms of Reference that are provided in this document are not intended to limit the matters that may be considered by the TNAC. Rather, they are intended to be a framework within which the TNAC may usefully operate.

### **1.4 Context**

TechNet Australia is a national association providing a professional support network for, technical, scientific and research staff in the higher education sectors.

### **1.5 Aims**

The aims of the TNAC are

- The development of a technical support network

- Improve and facilitate communication among technical staff and institutions

- Identify development needs and facilitate the on-going learning of technical staff

- Raise the profile of technical staff and their contribution

- Develop reward and recognition systems for technical staff

- Develop TechNet as resource for technical staff

- To enhance the expertise and professionalism of technical staff in higher the education and training sector.

## **2.0 Terms of Reference**

The TNAC is a committee representing technical staff and technical matters found in tertiary education facilities across Australia and New Zealand.

### **2.1 Composition of TNAC**

Ideally, the TNAC shall comprise of

- No more than ten committee members

- At least one higher education institution member from each country, state and territory representing technical staff

- A chairperson

- A secretary

- A treasurer

- General committee members

### **2.2 Functions of TNAC**

The TNAC function is to implement the aims in 1.4. These functions are.

- To support and develop a national TechNet conference for all technical staff

- Support the formations and development of local TechNet organizations and link them through the national association.

- Seek resources and funding to meet the aims of TechNet Australia

- Seek the support of the Australian Vice Chancellors Committee (AVCC).

- Seek and support a patron for TechNet Australia

- Investigate the needs of technical staff in the sector

- Assist in the development of links with New Zealand and other countries

- Monitor TNAC actions to ensure their effectiveness in meeting our aims.

- Formulate and develop advice on policy to government and others, on the needs of technical staff

- Assist in the development of a community of practice for technical staff and promote their role in education, research and training

- Develop and support technical staff training initiatives

- Facilitating job-share across organizations for technical staff.

### **3.0 Roles of Chair and Committee Members**

#### **3.1 TNAC Chair**

The TNAC Chair shall be appointed by the members of the TNAC. Additional to the responsibilities of a TNA Member, the TNAC Chair's responsibilities shall include:

- To set the agenda for meetings of the TNAC,
- To chair meetings of the TNAC
- To ratify the minutes of the meetings
- To ensure the TNAC acts in accordance with the Terms of Reference.

#### **3.2 TNA Secretary**

Additional to the responsibilities of a TNA Member, the TNA Secretary's responsibilities shall include:

- To circulate the agenda and record the minutes of the meetings of TNA
- To ensure minutes are retained and circulated according to the Terms of Reference.
- To receive and maintain correspondence of the TNA, and to ensure correspondence is communicated where appropriate.

#### **3.3 TNA Treasurer**

Additional to the responsibilities of a TNA Member, the TNA Treasurer's responsibilities shall include:

- To maintain bank accounts and finance records for TNA
- To ensure bank accounts and finance records are kept and audited as appropriate
- To ensure that funds are allocated according to the terms of reference

#### **3.4 TNAC Members**

TNAC members are elected at the national conference and their responsibilities shall include:

- To consider and assist in all matters relating to the functions of the TNA outlined above.
- To act in accordance with the terms of reference

## **4 Meetings**

### **4.1 Frequency**

Ideally, meetings of the TNA shall be convened quarterly, with a general meeting to be held at each national conference.

### **4.2 Voting & Recommendations**

Issues will be resolved by majority agreement.

### **4.3 Quorum**

For a meeting quorum to be achieved, a minimum of half the committee members plus one including the chair. The Chair or their delegate must participate during the meeting.

### **4.4 Agenda**

The following agenda format is recommended:

Welcome

Apologies

Confirmation of Minutes of previous meeting

Chair's report

Treasurer's report

Matters arising from correspondence

Matters arising from Minutes

Confirmation of status of issues/reviews from previous meeting

Issues for discussion

Any other business

### **4.5 Minutes**

Minutes of all meetings of the TNAC shall be prepared by the Secretary, or their delegate, and distributed to all TNA Members as soon as practicable, preferably within one week of the meeting concerned.

Once accepted, a copy of the TNAC Minutes shall also be posted on the TechNet Australia website.

**End of Document**