



## **ENGINEERING MANAGERS IN UNIVERSITIES**

### **ORGANISING COMMITTEE**

#### **TERMS OF REFERENCE**

1. **Preamble.** Experience has shown there is value in using an organising committee to assist the “incoming” Higher Education Institution (HEI) with the organisation of an annual conference. The committee may also meet from time to time to discuss such business as may be of interest to the EMU community as whole.

2. **Membership.** As follows:

- Secretary (to be elected)
- Two members of the EMU (to be elected)
- Organiser of the previous year’s conference
- Organiser of the coming year’s conference

The committee may co-opt additional members as they see fit.

3. **Terms of Reference.** As follows:

a. **Frequency of Meetings.** The committee is to meet a minimum of twice a year, once during the EMU itself and once at the mutually suitable date at the “incoming” HEI’s location to review the arrangements for the next year’s conference.

b. **Agenda Items.** From any of the following:

- (1) Dates, time and place of the next conference.
- (2) Location of conferences two years in advance.
- (3) Review of the conference just held.
- (4) Detailed advice and comment to the organising HEI on any aspect of the forthcoming EMU.
- (5) Suitable activity in marketing the EMU group and improving communication across the group.
- (6) Review, if requested, any policy issues as they might impact upon technicians across the sector.
- (7) On a case-by-case basis, deal with any EMU-related issues as might arise in between committee or EMU conferences.

c. Recording. Notes are to be taken of committee meetings either by the Secretary EMU or by someone else present as agreed at the meeting.

4. Review. These terms of reference are to be reviewed annually.