**SEDA SUB-COMMITTEE TERMS OF REFERENCE**

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| **Version Control Table** |
| **Version** | **Date issued/updated** | **Author/updater** | **Summary of changes** |
| 1.0 | 30th October 2013 | Pam Parker & Roz Grimmitt (agreed by Executive Committee | N/A |
| 2.0 | 21st February 2018 | Roz Grimmitt (agreed by Executive Committee) | 2b), 6c)  |
| 3.0 | 21st February 2023 | Roz Grimmitt, Helen King & Clare Saunders | 2b) – membership opened up to staff of member institutions5a) – action minutes now taken by sub-committee member not office6. – added section on MS Teams |

A Sub-Committee is a sub-committee of the SEDA Executive Committee. Please see sections 42-44 of the SEDA Memorandum and Articles of Association for more detailed information on sub-committees.

**1. Appointment of Sub-Committee**

The Executive Committee shall, at their first meeting following the Annual General Meeting (AGM) in each year, agree the Sub-Committees required for the year ahead.

**2. Membership**

1. 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.
2. Members must be SEDA individual members, associate members or members of staff of an institution with institutional membership.
3. 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.
4. The Sub-Committee may co-opt additional members, above the 12 maximum, for a fixed term. Co-optees do not have voting rights.

**3. Chair Person**

1. 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.
2. 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.

**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.

**5. Record of Meetings**

1. 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 sub-committee in the form of action minutes.
2. A report will be provided for each SEDA Executive meeting.
3. Action minutes must be available to the Executive Committee if requested.

**6. Use of Microsoft Teams**

1. Sub-committees should use the relevant channel in Microsoft Teams for all committee business, including saving of committee papers and action minutes. This should be in accordance with the *SEDA Committee Members Guide to using the Teams Site*

**7. Attendance**

1. Other people may, at the SEDA Executive’s discretion or the Sub-Committee’s request, attend meetings as required.
2. 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.
3. 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.

**8. Functions of the Sub-Committee**

1. To ensure that the SEDA’s activities (related to that committee) are carried out effectively in line with the SEDA strategy and budget.
2. To advise the SEDA Executive Committee on matters pertaining to the Sub-Committee activity.
3. 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.

**9. 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.

**10. Sub-Committee Specific Terms of Reference**

Sub-Committees may wish to have their own terms of reference which are specific to that particular Sub-Committee. These might set out that Sub-Committee’s aims, objectives and membership in more detail for example. The Sub-Committee should ensure that any such terms of reference are in line with those stated above and have them approved by the SEDA Executive Committee.