

TTCSI COMMITTEES: TERMS OF REFERENCE

GENERAL TERMS

The TTCSI currently has five (5) standing sub-committees that report to the Board - HR, Membership, Finance & Investment, Governance and Communication.

- Each committee shall be chaired by a Director, and be constituted with no less than two (2) Directors with additional members added as required.
- Members of a committee may be drawn from the general membership and the number of committee members shall be determined as required by the Chairman and / or tasks to be completed.
- Ad hoc committees may be established by the Board as required, for specific projects or tasks, such as Services Week.
- Committee meeting frequency shall be determined by the Chairman in line with workload.
- No member of a committee shall be paid for their participation.
- All committees are required to submit reports to the Board after each meeting, via email.
- The TTCSI offices can be made available for committee meetings if needed.
- The TTCSI General Manager shall be included in all committees.
- The TTCSI President is an ex-officio member of all committees.
- All members are entitled to have a representative on a committee, with the exception of the HR committee.

TERMS OF REFERENCE

(A) HUMAN RESOURCES

The HR committee shall be comprised of Directors only and shall have oversight of all HR related matters for the TTCSI, including but not limited to:

- a) To review and make recommendations on the human resource capacity of the TTCSI in context of expected deliverables to our members (demand for services).
- b) To work with management on the:
 - recruitment and selection of staff and consultants
 - review and preparation of placement of advertisements
 - review of applications and submission of recommendations
 - preparation of contracts, MOUs, etc.
- c) To work with management to ensure that the work environment is safe and secured.
- d) To ensure that remuneration and benefits are comparable so as to retain staff.
- e) To work with and lend support to the management on Human Resource and industrial relations matters.
- f) To make recommendations on policy to the Board
- g) Engage in performance reviews, salary reviews and bonus recommendations

(B) MEMBERSHIP

The Membership committee is responsible for the engagement and satisfaction of TTCSI members, including:

- a) Engagement and consultation with current members
- b) Development of member benefits
- c) Surveys and data collection from members

- d) Identification and recruitment of new members
- e) Promote interaction/collaboration between members.
- f) To ensure that all members have and maintain codes of ethics, conduct and practice.
- g) To engender into the member organisations compliance with their own and TTCSI's codes and respect for the codes of fellow member organisations.

(C) FINANCE AND INVESTMENT

The F&I committee shall oversee TTCSI financial stability and sustainability with emphasis on:

- a) Review of the financial status of the TTCSI at least quarterly to determine the sufficiency of funds.
- b) In collaboration with management, to identify income generating strategies (including new products projects and partnerships) on a regular basis to meet financial targets as per operating budget.
- c) To review budgets and make recommendations for amendments where necessary.
- d) To liaise with management/external agents such as the MTI with a view to obtaining subventions and grants.
- e) To monitor investments and make recommendations to obtain the best returns.
- f) To review the implementation and compliance with national procurement legislation.
- g) To liaise with management to ensure financial statements are accurate and audit ready and work with management to ensure timely year-end audit and AGM preparation.
- h) Monitor success of projects
- i) To make recommendations on policy to the Board
- j) Exploration of investment instruments
- k) Oversight of cash flow
- l) Management of accounting function conducted by Hema Son Son

The Treasurer shall chair the F&I committee.

(D) GOVERNANCE

The Governance committee is responsible for ensuring the TTCSI is compliant with all relevant legislation, and shall:

- Monitor the national legislative landscape to ensure compliance
- Review and update TTCSI by laws as required
- Respond to member queries regarding law and the services sector
- Draft and update as required, codes of ethics & conduct to govern TTCSI members.
- Amend the by-laws to stipulate that all members must have their own codes of ethics, conduct and practice and these (and all amendments) must be lodged with and approved by the TTCSI.
- Amend the by-laws to create sanctions for members in contravention of their own or TTCSI's codes.

COMMUNICATION

Our Communication committee shall prepare and distribute communication to members and stakeholders, to raise the profile of the TTCSI and awareness of our programs and events. This shall include:

- Monthly newsletter
- Updates on social media and website
- Liaison with media to ensure attendance at events
- TTCSI magazine (including articles, sponsors and distribution)
- Interviews with stakeholders and Directors

- Liaise with other committees to source material for press releases, internal communication, etc

Prepared 15th September 2018

Amended 17th September 2018