

# EMIS Steering Committee Terms of Reference

## 1 Background

The Education Management Information System (EMIS) is used by the Ministry of Education to collect, analyze and report on educational information, including: institutions, students, and staff. The EMIS is also used by other education stakeholders for planning, monitoring, evaluation, and research. EMIS information is used to monitor key performance indicators of the education system and to manage the allocation of educational resources and services.

## 2 Purpose of the committee

The purpose of the committee is to take responsibility for the administration and management the EMIS. The committee is responsible for approving all aspects of the EMIS: policy, strategy, budget, risk mitigation, quality, and timeliness.

## 3 Functions of the committee

The functions of the committee are as follows:

- Responsible for the EMIS strategic plan
- Ensure that the EMIS aligns with the stakeholder requirements and education policy
- Review and approve EMIS polices, processes and standards
- Oversight of existing EMIS projects, initiatives, deliverables and status
- Assess, approve and recommend EMIS resources, budgets, priorities and proposals
- Manage EMIS issues, risks and conflicts
- Review change requests as part of a change management process
- Report on EMIS progress to senior executive level of the organisation
- Provide guidance to the EMIS Technical Sub Committee

## 4 Roles and Responsibilities

### 4.1 Role of individual committee members

Committee members are required to be fully prepared for and make every reasonable effort to attend each meeting. It is important that members of the committee represent different sections and locations. Committee members are required to bring any potential conflict of interest that they may have with any item on the agenda. If a committee member is deemed to have a conflict of interest they will be excused during the specific discussions and deliberations.

The roles of the individual committee members are as follows:

- Attend meetings by the required start time
- Notify the chairperson if they will be unavailable for a meeting
- Ensure that discussion of a sensitive or controversial nature remain confidential
- Conduct themselves in a professional manner and judge ideas, not people
- Work towards a consensus decision
- Members should contribute to the achievement of the goals and objectives
- Members shall disseminate information about projects and initiatives within their respective sections
- Vote on decisions, projects, initiatives, standards, policies and issues

#### **4.2 Role of the chairperson**

If the designated chairperson is not available, then the chairperson will delegate an acting chairperson to convene and conduct the meeting. The acting chairperson is responsible for informing the chairperson as to the salient points/decisions raised or agreed to at that meeting. The specific role of the chairperson is as follows:

- Convene and coordinate committee meetings
- Leads the committee to achieve its primary functions and objectives
- Propose agendas for each meeting using input from the committee members
- Ensure that members undertake their responsibilities
- Ensure that the agendas and minutes are distributed to committee members prior to the meeting
- Maintain the focus on meeting topics
- Ensure the meetings begin and end on time

#### **4.3 Role of the scribe**

The role of the scribe will be as follows:

- Provide administrative support for the committee
- Maintain minutes of all meetings
- Distribute the meeting agendas and minutes

#### **4.4 Role of advisors**

The committee may extend an invitation for advisors to attend meetings to debate a topic or provide specialist technical knowledge. In such cases, these attendees shall not have voting rights.

#### **4.5 Role of observers**

Observers must receive prior permission from the chairperson to attend meetings. Observers must leave the meeting if any matters are to be considered to be confidential or at the request of the chairperson. Observers do not have voting rights.

## 5 Meetings

### 5.1 Agendas

Agendas and associated documentation will be distributed to committee members at least five working days prior to the next scheduled meeting. Any agenda items must be submitted to the chairperson, at least six working days prior to the next scheduled meeting.

### 5.2 Minutes

Minutes are to be recorded for each committee meeting. The draft minutes of each meeting are to be reviewed by the chairperson and then distributed to all committee members by the scribe no later than 5 working days following each meeting. A copy of the minutes will be included in the agenda papers for the next committee meeting.

### 5.3 Frequency

The committee shall meet monthly or as often as necessary based on an agreed published meeting schedule.

### 5.4 Proxies

Committee members shall nominate a proxy to attend a meeting if the member is unable to attend. The chair will be informed of the substitution at least 5 working days prior to the scheduled nominated meeting. The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback on behalf of the committee member they are representing.

### 5.5 Quorum

A quorum for the committee meeting is defined as 50% of the membership for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

## 6 Membership

The committee membership and roles are as follows:

Name/Position	Role	Voting Rights
	Chairperson	Yes
	Member	Yes
	Member	Yes
	Member	Yes
	Member	Yes
	Scribe	No
	Advisor	No
	Observer	No

## 7 Approval

The committee shall review and approve the terms of reference each year and provide an annual report on the outcomes of the committee against the terms of reference for the previous year together with recommendations.