

Tertiary Education Management Conference Steering Committee – Terms of Reference

Purpose

The Tertiary Education Management Conference (TEMC) Steering Committee provides strategic oversight for matters relating to the Tertiary Education Management Conference, on behalf of ATEM and TEFMA.

Terms of Reference

The Steering Committee will consider all strategic matters applying to the TEMC. These matters may be referred from the ATEM Council, the TEFMA Board, or a Local Organising Committee (LOC) and will broadly fall within the following categories:

- focus and structure of the conference,
- strategy/management/communication issues,
- issues relating to session design and balance of presenters,
- monitor that the TEMC is achieving its aims as determined by ATEM and TEFMA,
- work with the Professional Conference Organiser (PCO) to ensure the TEMC is designed to enable it to be recognised as a leading conference in the Australasian tertiary education sector,
- liaise with the PCO on contractual and strategic issues,
- provide continuity and learning from conference to conference, liaising with the LOC as required,
- provide guidance to the LOC and the PCO on matters determined by the Steering Committee that are to be incorporated into the arrangements for each specific conference.
- maintain the Conference Manual, with input from individual LOC members as required.
- refer matters as appropriate to the ATEM Council and the TEFMA Board for consideration and/or decision.

The Steering Committee works closely with each LOC but does not normally deal with operational and logistic issues relating to an individual conference.

Membership

The Steering Committee consists of two ATEM representatives and two TEFMA representatives, as appointed by the respective associations.

Meeting Frequency

The Steering Committee will meet as required, however no less than three times per year.