



# MTU

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University

## Committee Formation and Operation Policy

28<sup>th</sup> June 2021

Version: 1.0

[www.mtu.ie/policies](http://www.mtu.ie/policies)

## Table of Contents

<b>1. Purpose.....</b>	<b>3</b>
<b>2. Scope .....</b>	<b>3</b>
<b>3. Roles and Responsibilities .....</b>	<b>3</b>
<b>4. Policy .....</b>	<b>4</b>
4.1 Establishment of Committees .....	4
4.2 Terms of Reference .....	4
4.3 Register of Committees.....	4
4.4 Committee Records .....	4
<b>Document Control.....</b>	<b>5</b>

## 1. Purpose

Formal Committees are part of the governance structure of the University. This document sets out the process for formation and operation of such committees to ensure there is a common structure across the University.

## 2. Scope

This document covers all current and future formal committees of the University. Such committees include those required by the TU Act 2018 (Governing Body, Academic Council), by legislation (Health & Safety), and those established by the University.

## 3. Roles and Responsibilities

<b>Responsible Office/Person(s)</b>	<b>Role</b>
<b>Governing Body/University Executive/Academic Council</b>	<ul style="list-style-type: none"><li>• To approve the formation of committees as appropriate.</li></ul>
<b>Head of Function (Academic/Administrative/Research)</b>	<ul style="list-style-type: none"><li>• Implementing the policy in their areas of responsibility.</li><li>• Ensuring ongoing compliance with the policy in their respective areas of responsibility.</li></ul>
<b>Staff</b>	<ul style="list-style-type: none"><li>• Acquaint themselves with and abide by the policy.</li><li>• Read and understand this policy document.</li></ul>

## 4. Policy

### 4.1 [Establishment of Committees](#)

The establishment of formal committees should be approved as follows:

- Governing Body Sub-Committees by the Governing Body
- Academic Council Sub-Committee by Academic Council
- All other formal committees by the University's Executive

### 4.2 [Terms of Reference](#)

All formal committees require a Terms of Reference which sets out the following:

- a) Purpose
- b) Scope
- c) Authority
- d) Composition/membership
- e) Meeting structure (frequency, quorums, agendas, minutes)
- f) Responsibilities
- g) Reporting Requirements (reporting line, documents)

### 4.3 [Register of Committees](#)

Formal committees once established, should be included in the University's Register of Committees.

### 4.4 [Committee Records](#)

Approved minutes should be retained as per the University's retention schedule.

## Document Control

### A. Document Details

<b>Title:</b>	Committee Formation and Operation Policy
<b>Owner(s):</b>	Office of the President
<b>Author(s):</b>	Data Protection Officer
<b>This Version Number:</b>	1.0
<b>Status:</b>	Approved
<b>Effective Date:</b>	28/06/2021
<b>Review Date:</b>	06/2022

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

### B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
0.1	25/05/2021	Initial draft	Yes	
0.2	26/05/2021	Reviewed by the Vice Presidents for Finance & Administration/Corporate Affairs	Yes	

### C. Relevant/Related Existing Internal/External Documents


### D. Consultation History

**This document has been prepared in consultation with the following bodies:**


### E. Approvals

**This document requires following approvals (in order where applicable):**

Name	Date	Details of Approval Required
Governing Body	28/06/2021	

### F. Responsible for Communication and Implementation

**The Manager/Functional Area responsible for communication and implementation of the policy:**

Title	Functional Area	Date Implemented
Office of the President	Corporate Affairs	28/06/2021