

TERMS OF REFERENCE FOR STANDING COMMITTEES (ADMINISTRATIVE COMMITTEES)

IT COMMITTEE

1 Introduction

- 1.1 The IT Committee is commissioned by the Board to provide advice, and be a resource in the work of the IT Department.
- 1.2 Executive responsibilities lie with the Secretariat of the Committee. The Head of Division is the head of all committee secretariats within his or her division. The Head of Division will report pertinent matters arising from meetings to the Exco and Board through the General Secretary.
- 1.3 The President and General Secretary shall be ex officio members of the committees¹. Ex officio members do not form the official quorum for attendance.

2 Role and Responsibilities

- 2.1 The Committee's responsibilities include the following:
 - a) provide strategic guidance and advice to IT enable the YMCA of Singapore
 - b) review the capability, capacity and performance of the IT function in the YMCA of Singapore
 - c) review the adequacy and effectiveness of IT enabling, and endorse plans and proposals of the IT Department for new IT implementations and major upgrades,
 - d) support in plans and proposals of projects by being a resource for networking and expertise.
- 2.2 The Committee shall meet no less than four times a year to consider specific work areas including but not limited to those stated below. The Chairman shall retain the discretion to call for additional meetings. Any reduction in frequency from the minimum should gain the approval of Exco.
 - a) Annual performance review
 - b) Review of Annual Work Plan and Budget of the Division/Departments under its purview
 - c) Adequacy and effectiveness of IT enabling
 - d) Capability and capacity of resources
- 2.3 The Committee shall consider the interests of YMCA of Singapore and the public good in fulfilling its functions.

- 2.4 The Committee is not an executive committee. Where the Committee's views differ from Management on pertinent issues, the matter shall be raised to Exco through the General Secretary, with representations of both views.

3 Representation

- 3.1 The Board shall appoint the Chairman of the Committee. The Chairman shall, in consultation with the President and General Secretary, nominate Committee members to be appointed by the Board.
- 3.2 At least two Committee members shall be Board members preferably with IT interest and knowledge of the works of the YMCA of Singapore. More specifically, the Committee should also preferably include:
- A senior management person (not in IT) of an IT enabled organization
 - An IT practitioner
 - An IT consultant
- 3.3 The majority of Committee members shall be YMCA members who have the relevant experience and interest and also preferably a past Director of the YMCA of Singapore. Life members are preferred.
- 3.4 The Chairman may at his discretion invite volunteers of sound reputation to the Committee meetings. Volunteers are strongly encouraged to become YMCA members.
- 3.5 Each term of office for the Committee (including the Chairman) shall be from the date of appointment until the reappointment of committees at the next Annual General Meeting.

4 Governance

- 4.1 The meeting quorum shall consist of one third of committee members in attendance. In order for the meeting to proceed, the Chair or his nominee should be present.
- 4.2 Attendance at Standing Committee meetings shall be recorded for governance purposes.
- 4.3 Committee decisions shall be made by simple majority. In the event of a tie, the Chairman has the casting vote.

5 Review of Terms of Reference

- 5.1 The Terms of Reference for this Committee shall be reviewed every two years to ensure its necessity and relevance.