



## De Montfort University

### Technician Commitment: Technician Development and Advancement Board – Terms of Reference & Constitution, Academic year 2023/24

#### A. Scope and purpose of the Board

The Technician Development and Advancement (TDA) Board has delegated responsibility from the Technician Commitment Steering Group (TCSG) for all operational management and implementation of activity in support of the Commitment at DMU.

The Steering Group remains responsible for the strategic direction of the work of the Commitment, and the Board directly reports to the TCSG through providing verbal updates from the SRO and Project Manager, and reporting by exception.

The Board focuses on operational matters. It will inform and be informed by the other relevant working groups and committees at DMU where the focus is on staff experience matters and staff development.

#### B. Terms of reference

1. To oversee the operational running and delivery of the Technician Commitment action plan and ensure standards are maintained and enhanced;
2. To maintain a reporting line and provide updates to the TCSG about operational activities;
3. To enact any recommendations and proposals from the TCSG as required;
4. To receive updates from the “workstream” or “theme” leads about the delivery and implementation of relevant actions;
5. To consider plans for activities and events to enhance the staff experience including networking (internally and externally), induction arrangements, mentoring, staff development, apprenticeships and career opportunities, profile-raising;
6. To consider plans to extend the reach of the Commitment at DMU as well as enhance engagement from the technical community;
7. To receive, consider and monitor social media and any marketing materials in relation to promoting technical staff and their activities at DMU;
8. To receive, consider and monitor feedback from students in relation to promoting technical staff and their activities at DMU;
9. To oversee and monitor any budget that might be allocated specifically to Technician Commitment activities.

#### C. Membership

The Board consists of the following members:

Project Manager, Chair  
 Senior Responsible Owner  
 Faculty Technical Representative/s, Faculty of Arts, Design and Humanities  
 Faculty Technical Representative/s, Faculty of Computing, Engineering and Media  
 Faculty Technical Representative/s, Faculty of Health and Life Sciences  
 Information Technology and Media Services Representative/s  
 Academic Professional Development Consultant

Other representatives are invited to attend – as required

**D. Quorum**

A quorum is 50% - with at least two Faculty representatives and one ITMS representative required to attend.

**E. Servicing and support**

Servicing and support will be provided by TBC.

**F. Meeting schedule for 2023/24**

Meetings will normally be held monthly. Meetings will be held via MS Teams and in person. Dates yet TBC for the whole year.

Subject	Location	Date and Time
Technician Development & Advancement Project Board	Microsoft Teams Meeting	Fri 06/10/23 14:00-15:00

**G. Sub-groups/working groups/task & finish groups:**

A number of working groups will be convened from time to time and as relevant to facilitate activities.

**H. Approval and revision**

The terms of reference and constitution will be reviewed and re-approved by the Board at its first meeting of every academic year, or sooner, if significant amendments are required. Revisions can be made independently of the TCSG.