

Business Technology Management (BTM) Forum Governing Council

Terms of Reference

September 2016

Established as an unincorporated professional association, the BTM Forum (BTMF) is the national body for managing the BTM activities. It is a multifaceted organization governed by BTM Forum Governing Council that comprises of representatives who are responsible for steering the organization's overall direction on members' behalf.

The BTMF is a ring fenced entity within ITAC and is recognized as the awarding organization to design, develop and award qualifications, such as certification and accreditation. The BTMF BTM Accreditation Council and the BTMF Certification Council report to the BTM Forum Governing Council.

The BTMF Governing Council has responsibility for governing the oversight, overall effectiveness and efficiency of the organization.

Purpose

The purpose of the BTMF Governing Council is to review, challenge and support the business objectives as identified within the BTM Forum strategy.

Responsibilities

Members of BTM Forum Governing Council are responsible for:

1. Establishing broad policies and objectives and ensuring the availability of adequate financial resources.
2. Monitoring the BTM Forum business plan and progress towards the achievement of KPI's in accordance with the overall strategy.
3. Reviewing appropriate business proposals and providing reasonable recommendations for the organizations development and growth.
4. BTM Forum fiscal strategy.

Out of Scope

The following areas are out of scope of BTM Forum Governing Council:

1. Daily performance and operational delivery of the certification and accreditation functions and services for these fall within the remit of professional BTM Forum staff under the management of the BTM Forum Responsible Officer.
2. Selecting, appointing and setting the salaries and compensation of the BTM Forum employees for this is the role of ITAC.
3. Development and training of the certification and accreditation volunteer workforce which falls within the remit of the BTM Forum staff.

Composition of the Board

The BTM Forum Governing Council Board shall comprise, at any one time, of up to twelve (12) members inclusive of the Chairman.

The BTM Forum Governing Council endeavours to include in its membership individuals from both industry and the academic community who are person of trust and responsibility in his or her community and who are highly regarded for their contributions to the field. Members should have substantial experience in the disciplinary area (Business and IT) served by the BTM Forum. The BTM Forum Governing Council Board endeavours to seek members from all areas of Canada and from both official languages.

Ex-officio members (with voting privilege) of BTM Forum Governing Council Board will include the ITAC Talent Managing Director (or his/her substitute).

The BTM Forum Governing Council may, at their discretion and within reason, invite appropriate individuals to attend BTM Forum Governing Council meetings for the purpose of providing updates on areas of interest and concern.

Officers

The Officers of The BTM Forum Governing Council will the Chair and Vice Chair. Both Chair and the Vice Chair are elected by the BTM Forum Governing Council members. The Chair and Vice Chair will guide the BTM Forum Governing Council in its business by setting meeting agendas, and otherwise providing leadership for the Board.

Terms

The normal term of membership will be for three years, and is renewable once to a maximum of six years. The Chair will serve for two years, at which point the Vice Chair automatically assumes the role of Chair.

Meetings of the BTM Forum Governing Council

- Not less than 14 days' written notice shall be given to every member of the BTM Forum Governing Council for each meeting;

- Papers for the BTM Forum Governing Council meeting will be circulated not less than five days before each meeting.
- Where the Chairman is unable to be present at a meeting, the Vice Chairman will fulfil the role and manage and steer the meeting accordingly.

Reporting

The BTM Forum Governing Council will provide a report to the ITAC Board on its progress twice a year although if requested or identified will provide ad hoc reports, advice and recommendations.