

Terms of Reference

Name	Strategic Procurement Committee (SPC)
Purpose	To provide advice and guidance to the Director Strategic Procurement (DSP) and the Executive Committee in achieving CAUDIT's strategic objectives, taking into consideration the needs of members, the CAUDIT Strategic Plan and objectives given by the CAUDIT Executive Committee.
Membership	<p>The Committee shall comprise of:</p> <ol style="list-style-type: none">1. A chair appointed by the CAUDIT Executive. <p>Whilst it would be preferable for the chair to be a CIO/IT Director, the appointment is at the discretion of the CAUDIT Executive and need not necessarily be a serving Member Representative. The Chair will be appointed for a period of two years, with the option to extend this for a further two years at the discretion of the CAUDIT Executive.</p><p>The role of the Chair is to support the DSP and the SPC to achieve its stated goals through:</p><ul style="list-style-type: none">▪ Leadership of the Committee▪ Championing of its work with the CAUDIT Executive Committee, CAUDIT Members and other CAUDIT Committees▪ Maintaining a strong working relationship with the DSP▪ Providing advice and facilitating networks for the DSP▪ Advising on the effective functioning of the SPC▪ Working in partnership with the CAUDIT Executive Committee to align SPC's agendas with CAUDIT's Strategic Objectives and Priorities.2. Up to three general members drawn from the membership of CAUDIT and representative of the diversity of CAUDIT Membership3. General members are appointed for a period of two years, with half of the members being up for re-appointment each year. There are no limitations on the number of times a member can serve on the Committee.4. One or more other members appointed by the CAUDIT Executive.5. One member appointed by the NZ Representative of the CAUDIT Executive.6. Where there are more nominations than positions available, the Chair of the Committee and the CAUDIT Executive will review the nominees and make a selection at their discretion.7. Members may be asked to provide input outside of scheduled meeting time.8. The DSP will provide support for the Committee.



Goals

1. To deliver increased value to members through fostering strategic partnerships with vendors and the vendor community
 2. To ensure that the strategic procurement activities of CAUDIT are aligned with the objectives of the CAUDIT Executive, the CAUDIT Strategic Plan and the membership
 3. Provide a facility for CAUDIT member engagement regarding the strategic direction and procurement plan.
 4. Introduce methodologies to ensure the provision of accurate and timely procurement information to members
 5. Undertake continued reviews of the CAUDIT Procurement Guidelines
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Meeting Frequency

The SPC shall meet at least once every six months.

The Chair may call other meetings as may be required.

Reporting and Communication

The Chair will report to the Executive as required and, as a minimum, twice per year.

In general communication between SPC and the membership of CAUDIT and constituent groups should be through the Chair, delegate or Director, Strategic Procurement.

For specific activities focused on a particular issue the Chair may nominate an individual to take a lead role on the activity on behalf of the SPC.

Committee Review

CAUDIT Executive to review the SPC and its terms reference annually to ensure the SPC is operating at a level and in a manner necessary to achieve the above and other objectives as directed by the CAUDIT Executive Committee and as requirements change.

Governance

The quorum shall be one half of the Committee membership plus one.

Approved: CAUDIT Executive Committee – 02 December 2016

Reference: Executive Meeting Minutes

Date for Review: Q4, 2017

Category: Engagement

Access: Public