



# **Technical Advisory Board (TAB)**

## **Short Terms of Reference**

Version: 1.1



## Purpose

The purpose of this document is to define the specific Terms of Reference relative to the named board or committee. These Short Terms of Reference are intended to be used in conjunction with the ACS Common Terms of Reference which define the general operating parameters common to all representative boards and committees. A copy of the ACS Common Terms of Reference can be found at [www.acs.org.au](http://www.acs.org.au).

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## 1. Role

- a. To provide technical advice, to guide research, and to work with National Office to manage the portfolio of activities that relate to technical matters, including:
  - Identifying priority areas for ACS to develop technical policy and/or technical advocacy positions,
  - Work with National Office to develop ACS technical policy positions,
  - Ensuring that the mix of activity within the portfolio aligns with the ACS Strategic Plan,
  - Identifying priority areas for ACS' participation in external technical committees and working groups,
  - Recommending projects, activities and structures within the portfolio that will most effectively deliver the Strategic Plan outcomes,
  - Identifying and seeking approval for suitable volunteer experts to contribute advice to activity within the portfolio,
  - Identifying and fostering succession for contributing experts,
  - Monitoring the effectiveness and outputs of activity within the portfolio,
  - Undertaking activities where it is most effective for TAB members to do so, and
  - Liaise with external bodies on behalf of the ACS, consistent with any relevant guidance.

## 2. Structure

In undertaking its role, the Technical Advisory Board is structured into 3 key components totalling no more than 100 members:

- Committees which have been formally constituted with specific terms of reference as approved by the ACS Management Committee
- Working Groups of individual ACS technical representatives to external partner committees including Standards Australia and the International Federation of Information Processing.
- An Expert Knowledge Pool consisting of individual expert members in various fields not attached to a specific committee/working group. These members are invited to provide ad-hoc individual advice as requested and have set meeting structure, budget or delegation of duty.



### **3. Membership**

- a. A Director (Chair) elected by Congress;
- b. The committee Chairs and committee Vice-Chairs for each of the technical committees established under the Technical Advisory Board;
- c. A Vice-Chair appointed by Management Committee on the recommendation of the ACS Vice President Academic and the Director – Technical Advisory Board;
- d. The ACS Vice President Academic who is responsible for overseeing the Technical Advisory Board may attend any meeting of the Technical Advisory Board.

### **4. Review**

- a. This document is due for review by the Management Committee at its first meeting in 2023; and
- b. Minor changes may be approved by the Custodian, e.g. the correction of typographical or formatting errors.



## 5. Version History

Name	Revision History	Date of Issue	Version
Marc Portlock	Initial Document	27/10/20	1.0
Marc Portlock	Updated to include Expert Knowledge Pool into the structure	01/02/23	1.1

## 6. Approvals

Name	Date of Issue	Version
David Cook – Director Technical Advisory Board	06/11/20	1.0
Michael Blumenstein – Vice President Academic	06/11/20	1.0
Management Committee	17/12/20	1.0
David Cook – Director Technical Advisory Board	07/02/23	1.1
Michael Blumenstein – Vice President Academic	07/02/23	1.1
Management Committee	13/02/23	1.1

## 7. Distribution

Name	Date of Issue	Version
TAB and Committees	27/02/23	1.1
www.acs.org.au	27/02/23	1.1

## 8. Document Control

<b>Custodian title &amp; e-mail address:</b>	ACS Company Secretary ( <a href="mailto:governance@acs.org.au">governance@acs.org.au</a> )
<b>Responsible Business Unit:</b>	Governance & Risk
<b>Content Security: <i>(Delete entries as required)</i></b>	<b>PUBLIC</b> Distribution unlimited