



Small to Medium Professional Business Committee (SMPB) Short Terms of Reference

Version: 1.0



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 is available at www.acs.org.au.

Contents

Purpose	2
1. Role	3
2. Membership	3
3. Review	3
4. Version History	4
5. Approvals	4
6. Distribution	4
7. Document Control	4



1. Role

- a. To promote the contribution made by ACS member Small to Medium Enterprises (SMEs) to the Australian community within the wider Australian, regional and international ICT communities.
- b. To promote the professionalism of the SME ICT sector and ensure the professionalism of the SME employee members.
- c. To provide the wider community with a recognised means to trust SME ICT providers.
- d. To promote the professionalism of ACS Member SMEs and to establish trust in the ICT profession.
- e. Advise ACS on issues relating to the promotion of ACS member SMEs

2. Membership

- a. Any professional member of ACS can apply to be on the committee, but they should be running (or working in), an SME of no more than 25 staff.
- b. A Chair - selected by the Vice President (VP) Membership and the Director, Professional Standards Board (PSB) on advice from the committee.
- c. Up to 8 members (including the Chair) – selected by the Vice President (VP) Membership and the Director, PSB
- d. To meet up to 4 times per calendar year or as necessary to support the work of the Capability Team.
- e. The chair is not a member of the PSB but is typically invited to observe PSB meetings.
- f. The Director, PSB is a member, can assume the role of Chair if required, and has a casting vote if required.
- g. VP Membership can attend any meeting and can assume the role of Chair if required.

3. Review

This document is due for review by the Professional Standards Board at its first meeting in each calendar year.

Minor changes may be approved by the Custodian, e.g. the correction of typographical or formatting errors.



4. Version History

Name	Revision History	Date of Issue	Version
Mandy Watson	Initial Draft	21/03/2024	0.1
Jeff Smith, Adam Clarke. Joel Harris	Clarifications	02/ 09/ 2024	0.2
Mandy Watson	Minor editorial changes	02/ 09/ 2024	0.3

5. Approvals

Name		Date of Issue	Version
Ivanka Zebic	Director PSB	2 Sept 2024	0.3
Jeff Smith	Vice President Membership Boards	2 Sept 2024	0.3
PSB		2 Sept 2024	0.3
Management Committee		2 October 2024	1.0

6. Distribution

Name		Date of Issue	Version
Profession Standards Board	Via SharePoint		0.3
www.acs.org.au	Governance page	30 April 2025	0.3
Profession Standards Board & Small to Medium Professional Business Committee	Via SharePoint		1.0

7. Document Control

Custodian title & e-mail address:	ACS Company Secretary (governance@acs.org.au)
Responsible Business Unit:	Governance & Risk



Content Security: *(Delete entries as required)*

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