

SCST Workforce

Terms of Reference

SCST Workforce is a sub-committee of SCST Council

Membership

SCST Workforce shall consist of a Chair and individuals approved by SCST Council.

Appointment of Sub-committee

SCST Council shall, at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the SCST Workforce until the next following AGM.

Casual Vacancies

SCST Council shall decide upon casual vacancies within SCST Workforce.

Frequency of Meetings

SCST Workforce shall meet not less than 3 times in each year. A quorum at each meeting shall be 3 members. It is expected that the meetings occur in virtual form via telephone or video conferencing facility.

Record of Meetings

The Workforce Chair shall ensure that an agreed written record of each of their meetings is made available to SCST Council in a timely manner and include salient points discussed and outcomes agreed.

Attendance

SCST Workforce Chair shall normally be required to attend all meetings of the Sub-Committee. Other appropriate individuals may, at SCST Workforce Chair's discretion or the Sub-Committee's request, attend meetings as required.

Functions of SCST Workforce

- SCST Workforce are responsible for all workforce issues
- Membership; including recruitment & retention
- Ensuring careers information is kept up to date, primarily that of the website
- Liaising with appropriate bodies in relation to workforce strategy
- Regulation
- International links

Accountability

- The SCST Communication is accountable to SCST Council and all matters affecting finance, policy or strategic plan will be referred to SCST Council for final decision