

ADMINISTRATIVE COMMITTEE

Chairperson:

Vice Principal

Members:

- Academic Registrar
- Admissions Manager
- Administrative Manager
- Student Welfare Officer
- Librarian
- IT Manager
- Student Representatives

Frequency of Meeting:

Termly

Responsible to:

Executive Committee

Purpose

The Administrative committee, in conjunction with the Executive committee, is responsible for identifying, designing and implementing policies and strategies in relation to the effective administration of all education and training related matters. The Administrative committee is also responsible for the identification of future strategies and policies in relation to the overall development of WLCBMS.

Terms of Reference:

1. To regularly review the College administrative structure, processes and resourcing and identify and make recommendations for improvements.
2. To oversee the development of online processes and central information stores
3. To develop and make recommendations pertaining to College communication strategies
4. To oversee College infrastructure projects.
5. To develop policies to ensure a best practice, client focused culture in the College
6. To consider issues related to human resources.
7. To receive reports from sub committees and groups e.g web steering group and administration review team.
8. To ensure the committee aligns its activities with the College Business Plan.

9. To report regularly to the Executive committee on progress and advise on related policy and operational issues.
10. To conduct other functions when directed by the Executive committee

Reviewed July 2017