

## Systems Committee Terms of Reference

Version 1.0; as approved by the EFA Board on 21<sup>st</sup> January 2016.

These Terms of Reference express the Board's delegations to the Committee in addition to the general delegations to all Committees as set out in the [Standing Committees Policy](#). Committee members are also subject to the [Volunteer Guidelines](#).

The Committee is to perform the following functions on behalf of the Board:

1. Management of all information and communications technology systems, including:
  - 1.1. Ensuring appropriate levels of security are maintained at all times in accordance with all relevant legislation, standards and accepted best practices
  - 1.2. Ensuring that individuals are able to access systems as necessary
  - 1.3. Maintaining appropriate documentation covering all active systems
  - 1.4. Evaluating potential new systems and providing recommendations to the Board
2. Provision of technical expertise to support the Board and other Committees as necessary, including technical input into policy statements and other communications outputs, including:
  - 2.1. Active monitoring of legislative and regulatory changes that affect the technical operation of the Internet and other electronic communications systems
3. Development of tools and processes to assist members and the public at large to utilise the Internet and other electronic communications systems safely and securely