

Board Committee – Terms of Reference

Services Monitoring and Evaluation Committee

1. Establishment

- 1.1. This Committee is established by the Board of MS Ireland for the better governance of the Society.
- 1.2. The Board may at any time alter or revoke the composition or terms of reference of the Committee.
- 1.3. The Board shall annually review or confirm the terms of reference of this Committee
- 1.4. The Board shall select the Chairperson of the Committee, pursuant to Article 67 of MS Ireland’s Constitution. The Chairperson of the Society shall not be the Chairperson of the Committee.

2. Membership

- 2.1. **Appointment of committee members:** The Board shall appoint or re-appoint the members of the Committee
- 2.2. **Size of the committee:** The Committee shall consist of at least five members
- 2.3. **Composition of the committee:** The Committee shall comprise of at least 5 members, one of whom will have MS, and one of whom will be a Board member
- 2.4. **Permitted term and re-election:** The term of the Committee is three years. Members may be elected for a further two terms. An extension of this period would be at the Board’s discretion.
- 2.5. **Co-option:** With the consent of the Board, the Committee may co-opt members on an annual basis to supplement the skill and knowledge of the Committee as required.
- 2.6. **Disqualification from membership:** If a Committee member fails to attend three consecutive Board Committee meetings without a valid reason, this may result in being disqualified from the Committee by the Board
- 2.7. **Resignation:** Members who wish to resign can do so through written communication with the Chairperson of the Committee

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3. Proceedings of the Committee

- 3.1. **Procedures:** The Committee will determine its own procedures, subject to the provisions of MS Ireland’s Constitution, in particular Articles 66 to 69 inclusive.
- 3.2. **Frequency:** This committee shall meet at least four times a year.
- 3.3. **Quorum:** The quorum for a meeting of the Committee shall be three of its members.
- 3.4. **Meeting location:** The Committee will determine the locations of its meetings
- 3.5. **CEO Attendance:** Unless otherwise decided by the Committee, the Chief Executive/staff member will attend meetings of the Committee to provide relevant information and ensure that minutes are kept of the proceedings
- 3.6. **Reporting to the Board:** The Committee will make a report to the Board at each Board meeting following a meeting of the Committee. The minutes of the Committee will be made available to the Board to which it will report in whatever manner is deemed most convenient and appropriate.
- 3.7. **Authority:** The Committee will have the authority to obtain external professional advice and invite experts to attend meetings if it considers it necessary within its Terms of Reference.
- 3.8. **Board approval:** All recommendations of the Committee shall be subject to Board approval
- 3.9. **Confidentiality:** The proceedings of the Committee are confidential and a member shall not, without the consent of the Board, disclose confidential information obtained by that member in the course of their duties
- 3.10. **Conflict of interest:** Where a conflict of interest arises, the respective Committee member must inform the meeting of the conflict and abstain from the decision-making process with regard to the conflict of interest
- 3.12 **Casting Vote:** Questions arising at any meeting shall be determined by a majority of votes of the members present, and when there is an equality of votes, the Chairperson shall have a second or casting vote as per Article 68 of the Constitution.

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4. Committee's Terms of Reference

On behalf of the Board, the Committee will do the following:

- 4.1. Consider, evaluate, monitor and report its recommendations to the Board in respect of all matters broadly relating to the management of the health services provided by MS Ireland
- 4.2. Monitor all areas of the organisation's services activity and evaluate it to determine the impact, quality and effectiveness of its work
- 4.3. Advise the Board on service development models and proposals
- 4.4. Determine if the organisation is
 - Achieving its aims and objectives in terms of service delivery
 - Providing a quality service
 - Meeting the needs of its service recipients.
 - Using its resources efficiently and to the greatest effect
 - Complying with the law and working within its policy framework
- 4.5. Oversee service quality and safety on behalf of the Board. The Committee has the following quality and safety functions:
 - Oversee the development by the executive/senior management team of a quality and safety programme for the services;
 - Recommend to the Board a quality and safety programme and an executive/senior management team structure, policies and processes that clearly articulates responsibility, authority and accountability for quality, safety and risk management across the services;
 - Secure assurance from the executive team on the implementation of the quality and safety programmes, including monitored outcomes through quality indicators and outcome measures;
 - Secure assurance from the executive/senior management team that the hospital/community service is conforming with all regulatory and legal requirements to assure quality, safety and risk management;