



Documentation and Media Committee TERMS OF REFERENCE

Terms of reference approved by the Council of the Faculty of Pharmacy at Libyan International Medical University-Benghazi-Libya in March 20 .

1. CONSTITUTION

1.1 The Council of the Faculty of Pharmacy has established a Documentation and Media Committee with terms of reference as set out below.

1.2 The regulations of the Libyan International Medical University authorise the Dean to:

(i) Constitute committees to facilitate the workings of the Council of the Faculty of Pharmacy; and may, if they choose, delegate any of the Dean's powers to those committees on the basis set to facilitate the day-to-day activities.

1.3 As instructed by the University President each committee must specify in writing the terms of reference (including such conditions as they see fit) of each committee in accordance with the University policies.

1.4 All committees constituted in accordance with the University policies must follow procedures which are based as far as they are applicable on those provisions of the University which govern the taking of decisions by the Council of the Faculty of Pharmacy.

1.5 The terms of reference of, and any delegation of executive power by the Council to, a committee must be recorded in the Council's minutes.

1.6 No rule, policy or terms of reference will be inconsistent with anything contained in the bylaws and regulations of the University and Faculty, but in the event of any inconsistency, the bylaws will prevail.

2. PURPOSE

The committee is a sub-committee of the Council and its purpose is to:

2.1 Documentation using photographs and videos of the various weekly educational activities

2.2 Documentation using photographs and videos of the various events organized by the college or participating in it.

2.3 Documenting the minutes of meetings electronically and on paper.

2.4. Classifying and archiving all that has been documented

2.5 Designing special records to document documents and various information to facilitate reference when needed

2.6 Electronic documentation by creating folders for each academic year that include the activities of the faculty.

2.7 Maintain confidentiality of documents.

2.8 Preparing periodic reports on the work of the committee.

3. COMMITTEE COMPOSITION

3.1 The committee will comprise a minimum of 3 and a maximum of 5 members and can invite any of the staff if need arise to attend a meeting to discuss research issues.

3.2 Committee members and the committee chair are appointed by the Council of the Faculty of Pharmacy.

Samah Eltyb Alnour	Chairman of the committee
Areej Ali Abudallah	Committee member
Sara Farag saad	Committee member
Maram Ali Muhammad	Committee member
Khawla Abdualazig Ehmida	Committee member
Aziza Fawazi Ali	Committee member
Heba Sleman Alaroushi	Committee member
Student representative	Committee member
Rehab Salah Ali	Committee member & Scriber

4. QUORUM AND MEETING PROCEDURES

4.1 A quorum of the committee is set to be not less than three members for a meeting to be valid.

4.2 In the absence of the committee chair, the remaining members present can elect one of themselves to chair the meeting.

4.3 Questions arising at any meeting must be determined by a majority of votes of the committee members present that are entitled to vote.

4.4 In the case of a tie of votes, the chair of the committee will not have a second or casting vote but a decision on the relevant matter must be referred to the next available meeting of the Council of the Faculty of Pharmacy.

4.5 No member of the committee or person in attendance at a meeting will be present or will participate when matters relating to his or her own remuneration or terms and conditions of

service are discussed.

5. ATTENDANCE AT MEETINGS

5.1 The Dean, Vice Dean, and Invited advisor can attend any meetings of the committee.

6. FREQUENCY OF MEETINGS

6.1 Meetings are to be held not less than twice annually and at such other times as required.

7. NOTICE OF MEETINGS

7.1 Meetings of the committee are called by the chairman of the committee.

7.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, are to be forwarded to each member of the committee, any other person required to attend, no later than five working days before the meeting. Supporting papers are to be sent to committee members and to other attendees as appropriate, at the same time.

8. MINUTES OF MEETINGS

8.1 The chair of the committee will ensure that a formal record of committee proceedings and resolutions is maintained.

8.2 Following approval of the minutes by the chair of the committee they are to be circulated to all members of the committee.

9. AUTHORITY

The committee is authorised by the Council to:

9.1 Investigate, or cause to be investigated, any activity within its terms of reference and make any recommendations which it deems appropriate on any area where action or improvement is needed.

9.2 Seek any information that it requires from the Dean, Vice Dean or any staff member, or employee to perform its duties and require all employees to co-operate with any request made by the committee;

9.3 Obtain at the Faculty's expense, so long as resources permit, external legal or independent professional advice from such advisers as the committee select, who may at the invitation of the committee attend meetings as necessary;

9.4 Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

10. DUTIES

The Council authorises the Documentation and Media Committee to:

10.1 Develop an annual work program, which is aligned with the Faculty strategy and within the committee purpose and duties, for approval by the Council of the Faculty of Pharmacy.

10.2 Provide guidance and recommendations to the Council of the Faculty of Pharmacy on matters, escalated from the University higher authorities, related to the committee's role.

10.3 Consider any other topics referred to it by the Council of the Faculty of Pharmacy from time to time.

11. REVIEW

11.1 The committee will conduct a regular review of its performance, ensure that it is provided with sufficient resources to undertake its duties and recommend any changes it considers necessary to the Council of the Faculty of Pharmacy for approval.

11.2 These terms of reference will be reviewed and, where necessary updated, at least once a year.

12. REPORTING PROCEDURES

12.1 The chair to the committee is responsible for reporting to the Council of the Faculty of Pharmacy . The approved minutes of all meetings and resolutions of the committee are to be circulated to the Dean and Vice Dean after every meeting. The chair of the committee will retain copies of the minutes and the papers.

12.2 The committee will disclose on the Faculty of Pharmacy website its terms of reference, including any duties delegated by the Council of the Faculty of Pharmacy.

12.3 The committee will provide an annual report to the Dean on its activities, including any decisions taken.

12.4 The committee chair or other designated member of the committee is expected to attend the Council of the Faculty's General Meeting and answer any questions on the committee's activities and responsibilities.