

## **TERMS OF REFERENCE**

### **IAHTM PURCHASING COMMITTEE**

The IAHTM Purchasing Committee is responsible for the IAHTM Purchasing Rebate Program as well as coordinating and executing the IAHTM Annual Purchasing Committee plan. The committee will ensure that the Purchasing committee work product aligns with the mission, vision, values, and strategic plan of the International Association of Healthcare Textile Managers, as defined by the board from time to time.

## **TERMS OF REFERENCE**

1. Provides a setting for the exchange of information, ideas, initiatives, topics, and planning for the IAHTM Purchasing initiatives.
2. Provides a setting for communication among the committee members, as a group, towards achieving our Purchasing committee goals:
  - a. Specifically, the committee will:
    - i. Design and execute the Annual IAHTM Purchasing Program
    - ii. Review IAHTM purchases by vendor, on a quarterly basis.
    - iii. Support the current membership, by ensuring value and communicating same to the current membership roster.
    - iv. Develop an annual purchasing plan, including a budget for any projects or work required.
    - v. Review new purchasing opportunities with the Board of Directors and ensure compliance with IAHTM's association bylaws.
3. Establish work groups to respond to specific tasks and undertake projects, i.e., partner / sponsor / vendor outreach, association purchasing initiatives, other.

## **MEMBERSHIP**

Membership shall be confined to current directors, members, and partner sponsors. Additional guests may attend.

### **Membership Make Up**

- Committee Facilitator – IAHTM Exec. Dir.
- Chairperson – Appointed by the Board Executive
- Up to 8 Representatives:
  - 2 - 4 Directors
  - 2 - 4 Members
  - 2 - 4 Partner / Sponsors

### FREQUENCY OF MEETINGS

Meetings are held as needed (potentially monthly, or as needed). The Chairperson may call additional meetings. The Notices and Agendas for Meetings will be provided to all Members prior to a Meeting. Meetings will be scheduled on a rotating basis on the following Schedule:

TBA

### GENERAL TERMS

1. Each Member shall relay pertinent information or any item they want put on the Agenda to the Chairperson (in writing) within a certain time frame.
2. It is the responsibility of the members to communicate appropriate information to all concerned departments.
3. The Agenda is to be drawn up by the Chairperson and provided to the Committee facilitator for distribution.