

## Terms of Reference

### Mandate

The purpose of the Bank Card Committee ("Committee") is to advise and make recommendations on all matters associated with transactions involving Bank Cards, including electronic commerce activity, at the University.

By permitting the use of Bank Cards for the purchase of goods and services, Western University becomes subject not only to federal and provincial legislation relating to privacy, but also to rules and regulations relating to the handling of Bank Cards and Cardholder Information as imposed by Banks and other third parties.

To this end, the Committee is responsible to:

- ✓ Ensure Western University is compliant with Payment Card Industry ("PCI") Standards
- ✓ Review and update the [Bank Card Policy](#) for needed changes at least every three years
- ✓ Develop and approve the *Bank Card Procedures* governing the approval, installation, operation and management of Bank Card activity at the University
- ✓ Review the *Bank Card Procedures* on an annual basis to accommodate developments in the interpretation of the Payment Card Industry ("PCI") Standards, legislation, technology and its usage, and to ensure that it complies in all respects
- ✓ Communicate the importance of security in payment card processing to all campus departments
- ✓ Review the development and/or implementation of software that proposes the electronic payment of goods and services
- ✓ Review Bank Card webpages for needed changes to ensure accurate information is continuously available to Western's members at least every three years
- ✓ Conduct an annual Self-Assessment Questionnaire survey of campus users,
- ✓ Conduct an annual risk assessment to ensure that University practices continue to mitigate the risk associated with processing Bank Card transactions
- ✓ Monitor the performance of Western's payment card service providers, and
- ✓ Engage a qualified auditor to review compliance with PCI Standards on a regular basis, at least every three years.

### Structure/Membership

The membership of the Committee is comprised of personnel from key University operational departments, as well as members of related University activities:

- Associate Vice-President (Finance & Facilities) – Co-Chair
- Supervisor, General Accounting (Financial Services) – Co-Chair
- Associate Director, Client Support (Information Technology Services)
- Director (Internal Audit)
- Central Information Security Officer (Information Technology Services)
- Director (Western Information Systems Group)
- At least three members from departments accepting Bank Card payments, appointed by the Chair, for individual terms of up to 3 years, renewable

#### Support

- Accounting Analyst, Capital Planning & Banking (Financial Services)
- Associate Director, Procurement (Financial Services)
- Compliance Auditor (Internal Audit)
- Associate University Secretary and Legal Advisor (University Secretariat)

#### Administrative Support

- Administrative Coordinator (Finance & Facilities)

### **Roles and Responsibilities**

Committee members are expected to be constant champions, to promote PCI awareness across the campus. Members will also lend their expertise and judgment to the Committee by serving on ad hoc project teams.

Members shall maintain confidentiality at all times, except as agreed by the Chair (Co-Chair), with regard to the affairs of the Committee, as well as notes or other Committee records.

### **Quorum**

Minimum five committee members will constitute a quorum.

### **Chair(s)**

Appointed by the Vice-President (Resources & Operations)

### **Meeting Schedule and Protocols**

The Committee meets monthly or at least eight times in the calendar year, and otherwise as needed. On occasion, non-members of the Committee may be invited to attend all or part of any given meeting.

### **Decision-Making Authority**

Decisions will be taken, where possible, on a consensus basis. Where not possible, the majority recommendation shall be put to the Vice-President (Resources & Operations) for a decision.

### **Location of Information**

Agendas are sent by email to Committee members ahead of meetings. The minutes of each meeting are prepared live as each meeting is conducted. The agendas and meeting minutes, as well as pertinent project records, are all stored in the "Kiwi" (Confluence) on-line system, which is only accessible to Committee members