

## **COMMITTEE TERMS OF REFERENCE - template**

### **Name:**

(Official name of the committee or working group)

### **Members:**

- **Name**, Contact Information - Roles / Responsibilities (e.g. chair, secretary, treasurer, report to the board)

### **Goals:**

1. (primary)
2. (secondary)

### **Deliverables**

Specific outputs required/requested from the committee. E.g. negotiation of employee contracts

### **Scope / Jurisdiction**

What are the bounds of responsibility and authority of this sub-group (committee)? What do they need to address and what is outside their area of concern? What can they decide on and what needs board input or approval?

### **Guidance from the Board / Lead Group**

Initial direction and suggestions from the board and/or larger group. Specific direction, goals, expectations are important (e.g. a report only, a recommendation, length of report, sections to be included, questions to be answered, deadlines)

### **Resources and Budget**

For example, equipment, materials, rooms, funds available to the committee.

### **Governance**

Decision-making technique, e.g. consensus, 2/3 majority vote or chair's authority, etc. Relationships of authority within the group and with the greater organization.

### **Additional Notes**

- Relationships to other committees – e.g. authority of one over the other.
- How communications outside of meetings will be conducted, e.g. phone or email.
- Where shared information, such as plans and contact information, will be stored.
- Related policies / by-laws.
- How reporting back to the board will be conducted.
- If an ad hoc committee, the history of the committee, expectations and possible sunset date for the committee.
- Schedule or meetings and/or other important timelines.
- Information about specific committee projects