Terms of Reference

\*Committee Name\*

**Mandate**

Describe what your committee does.

What is the purpose? Are you affiliated with other networks? Who is your target audience?

**Committee Membership**

*Composition*

Describe how your committee is set up (departmental/interdepartmental). Do you report to an affiliated network?

*Co-chairs*

Provide a description of the responsibilities of a co-chair. Also include information on how the co-chairs are selected (e.g. an election will be held to fill the position).

*Roles*

If there are other specific roles within the committee you can add additional descriptions (e.g. communications, treasurer).

You can also include a general description of membership roles (e.g. members are expected to attend meetings and assist with events).

*Joining the Network*

Describe how members can join the network. Example – contact co-chair, respond to membership call letter, meet with co-chairs etc. Include time commitment and expectations if applicable.

**Committee Meetings**

*Meetings*

Describe the structure and frequency of meetings.

*Preparation and attendance by members*

Example - Committee members are expected to devote the time necessary to prepare for meetings.

*Minutes*

Are minutes kept? Who records the meeting minutes? Where are they kept?

**Secretariat**

Outline administrative information

* Who sets the agenda
* Who distributes minutes
* Who keeps track of membership

**Accountability reporting**

Outline who the committee reports too. Will an annual report be prepared? If yes, who is responsible for preparing that?

**Review of committee Terms of Reference**

The committee will review the terms of reference annually and make any amendments deemed necessary.

Last reviewed: