

**Terms of Reference:**

[Committee name]

Effective: x xxxxx [year]

Next Review Date: xxxxx (annual review)

Responsible Officer:

# ESTABLISHMENT

* 1. The [name of Committee] is established by [*refer to management committee, relevant Statutes, etc.]* for the purposes set out in these Terms of Reference.
  2. The [name of committee] was established by xxx [resolution number/date of approval].

# PURPOSE

* 1. [include broad statements, link to Strategic Plan and/or Objects.

# AUTHORITY

* 1. The Committee is directly responsible to [position/Committee] and its authority is limited to that delegated by [Committee/position].
  2. in discharging its responsibilities, the Committee has authority to:
     1. Point 1 – No spacing.
     2. Point 2 – No spacing.
     3. [List responsibilities, such as make recommendations, conduct investigations, seek information, make decisions, etc.]

# TERMS OF REFERENCE

* 1. **Title in bold when necessary**
  2. XXX

# COMPOSITION

* 1. Appointments to the Committee are approved by [name of Committee/position] on recommendation of [name of Committee/position].
  2. Before appointing a member, the [name of Committee/position] shall give consideration to the balance of skills, location and gender of the Committee members.
  3. The Committee shall consist of no more than xx members and membership must include:
     1. Chair [ex officio or appointed]
     2. [list of ex officio positions or criteria for nomination]
     3. In attendance
     4. [Consider student representation]
  4. [optional] A Deputy Chair shall be elected from amongst the members.
  5. [*optional*] Other members may be co-opted subject to the approval of the [Chair/name of person to whom the Committee reports.
  6. Others may be invited by the Chair to attend meetings of the Committee.
  7. [Name of position] will be the Executive Officer of the Committee [and/or may include a Secretary or Minute Secretary to the Committee].

# TERM OF OFFICE

* 1. Appointed members hold office for xxx year terms and [are/are not] eligible for re-appointment.
  2. A maximum of xxx terms may be served by any member.

# FREQUENCY OF MEETINGS

* 1. Meetings shall be held no less than xxx times per year, at times determined by the Chair, or as requested by [name of position].

# QUORUM

* 1. A quorum will be one half of the members of the Committee in office at the time of the meeting, [*optional:* and must include (position name)].
  2. Each member will have one vote and decisions shall be made on a majority basis. In the event of a tied vote, the Chair shall have a casting vote.
  3. Should a member be absent from a meeting but be able to participate in the debate by use of audit or audio visual facilities, that member shall be deemed to be present for the count of the quorum.

# SECRETARIAT

* 1. The [Executive Officer/Secretary], in consultation with the Chairperson, will prepare and send notices of meetings, agendas, will accurately transcribe all decisions of the Committee and table all reports and other information relevant to the Committee’s activities and operations.

# REPORTING

* 1. [suggested] The Committee will undertake a self-review and assessment of its performance on an annual basis and provide a report on outcomes to the [name of Committee/position]. The purpose of the review and assessment is to identify ways and means by which it may become more effective in performing its role and to identify and implement any improvements to actions or processes. Individual member contributions to the Committee will normally be reviewed annually, or at the discretion of the Chair.
  2. The Committee shall provide a summary report of its activities on an [e.g. annual/quarterly] basis to [insert Committee, position].
  3. The Committee will keep minutes of its meetings, which shall be confirmed at the next meeting and signed by the Chair as a true and accurate record of the meeting.
  4. An annual schedule of business for the Committee shall be provided to [position, Committee to which the Committee reports].

# MEMBERSHIP

* 1. Members:

Title Name Surname, Full Job Title (Chair)

Title Name Surname, Full Job Title

* 1. Executive Officer: Title Name Surname, Job Title, Faculty of X
  2. Executive Assistants: List names
  3. Copy for information: List names

**Meetings (year)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Venue** |
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| --- | --- | --- | --- |
| **Version** | **Date of approval** | **Approved by** | **Amendment** |
| 1 |  |  |  |
| 2 |  |  |  |

**NOTES ON COMPLETING THE TEMPLATE:**

***Formatting***

* All text should be in Calibri font size 12.
* Numbering should also be in Calibri font size 12.
* The spacing between paragraphs should at 0 before and after each paragraph and in single space.
* The header should contain the name of the Committee and the footer should include the date the TOR is effective from or an issue date and the page number