

EXAMPLE TERMS OF REFERENCE (TOR) FOR A COMMITTEE

- **Committee Name**
- **Type:** standing, ad hoc or advisory.
- **Chairperson**
- **Responsible To:** the appointing authority who will receive the committee's reports.
- **Purpose:** a short, general description of the area in which the committee works, **what it does, and why it was formed.**
- **Authority:** sets out decision-making or approval authority (limited / active advisor or agent)
- **Timeframes, Reporting and Deadlines.**
- **Composition:** describes the type or titles of the individuals, the qualifications they are expected to have, the total number as well as representation (e.g. board members, associations representatives, outside experts, etc. and length of term.
- **Staff Support:** type(s) of support provided and estimated time required.
- **Other Resources:** it may include experts, files from previous committees, office space, money allocated from budget.
- **Communication with Board:** the person who keeps the board up-to-date on the work of the committee; usually the Chairman of the committee.
- **Specific Areas of Responsibility:** specific objectives or tasks the committee is expected to achieve during the term of ToR.
- **Approval/ Review Date:** the date of approval of ToR by the board and the date by which the committee reviews and evaluates its terms of reference.