

Committee Terms of Reference

The Terms of Reference (TOR) is what guides and shapes the work of the committee. It not only helps the committee understand its own purpose and process but also holds the committee accountable to the rest of the Board.

a) Purpose

- General reason for the committee.

b) Deliverables

- Specific outputs (concrete results) required or requested from the committee.
- What are the key activities of the committee?

c) Mandate

- What are the bounds of responsibility and authority of the committee?
- Who reports back to the Board, when and how?

d) Membership

- Who makes up the committee? Do you include non-board members?
Does membership require specific knowledge, experience, commitment or interest?
- How much time will the committee work require of people (be realistic!)?

e) Meetings and Structure

- When will the committee meet (frequency, duration)? Will work need to be done outside of meeting time?
- What is the committee structure? (Is there a permanent or rotating chair? Who makes the agenda or sends meeting reminders?)

f) Decision Making

- Will decisions be made by vote or consensus? Can they be made by email; if so, how? Does the committee need a quorum to make a decision?

g) Resources

- Are any resources available to the committee (staff, budget, materials, space)?
How will they be used?