

Terms of Reference Guide (ToF)

The key details that should be included:

- describe the purpose, scope and authority of a steering or management committee
- give clear & specific information on how a committee is organised
- explain what it is trying to achieve
- provide a list of members
- give intended frequency for meetings of committee members

TOP TIP

Keep this simple, concise and ensure ALL members of your committee receive a copy! It help keeps you on track and your goals in sight. Your ToR can be adapted as you progress (see 'Review' below).

Here is a suggested template document to complete - you can adapt or amend this to suit your details:

Committee Name:

(Official name of your committee or group)

Type of Committee:

(e.g. Project Committee)

Purpose:

(What you intend to achieve & why you created it)
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Scope:

(Limits of what you aim to achieve/avoid)
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Authority:

(How decisions are made, approved/recommended e.g. Consensus Management)
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Membership:

(Type & number, method of appointing & full list of members including each role if possible)

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Meetings:

(Intended frequency & location including if Agendas/Minutes to be taken and distribution method. Include communication method between meetings e.g. email)

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Reporting:

(Who will Committee report to & in what format/frequency e.g. progress report & updates)

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Resources & Budget:

(Available resources such as rooms, equipment etc. Include details of any funds available)

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Deliverables:

(The output required from the committee e.g. attend meetings, source premises/funding etc)

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Review:

(How often the ToR will be reviewed and date for next review)

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Signed & Dated:

(Include full name & role)

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