Terms of Reference

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| --- | --- |
| **Title:** | **[Title of Group/Committee] Terms of Reference** |
| **Reports to:** | [Identify Parent Committee] |
| **Approval Date:** | [Specific Date] Last approved date {versions should be identified in the version control at the end of document} |

1. **Preamble and Mandate**

The <> of the <> is a committee of the <> constituted to oversee and advise the <> with respect to [what]. Link to mandate, vision, mission, academic principles or other standards.

1. **Functions**

The <> will:

A brief, written statement that describes the function and responsibilities of the committee or group.

Example: The <> is an [committee, subcommittee ad hoc] formed by the <> . The <> is responsible to the <> for <>. The <> will <pick one - complete its work by <> meet on an ongoing basis with no set end date>.

The <> will: below are suggestions of what to include

* be responsible for
* receive and act on
* ensure
* monitor and review
* develop
* List any subcommittees or groups

1. **Reporting**

The <> , via the Chair, will submit regular reports to the <> on the activities of the Committee.

1. **Composition**

**NOTE:** Needs to include the term of office either in the membership or under a separate heading entitled Selection Criteria – here you can add the term of office, constituent that nominates or elects. Terms should also indicate if they are renewable

**Note there are several ways to list the membership, you may have ex-**officio that are voting, not that they are ex officio

**Terminology: Elected means that there has been a formal election. Appointed means that the constituency has appointed them (no election) and Ex-Officio means by virtue of their office**

***Members (voting) (list):***

*If applicable, include: Designates are not permitted.*

***Elected members (voting) (list):***

***Non-voting invited participants (list):***

DELETE – EXAMPLES OF ADDITIONAL LANGUAGE

All members are voting with the exception of those noted.

The xx [committee/nosm/School etc] invites members on the basis of relevance and direct expertise supportive of the <>’s functions.

Inactive titles or positions will not be reappointed. If a new member is added, removed or a vacancy occurs among the members, the <> shall fill the vacancy and/or amend the membership in accordance with the applicable requirements and procedures.

Changes will be submitted to the <parent committee> at the next available meeting. *If designates are permitted, note “or designate” beside the position and insert an asterisk (\*) as there is a condition placed on designates attending (see below)*

\*Only one designate may be appointed and must serve for a term of not less than 12 consecutive months. The identity of the designate must be communicated, in writing, to the <> Chair. In its recommendations the Committee will use its best efforts to provide a balanced membership.

Other individuals can attend by requesting an invitation from the Chair.

The <> shall have [Chair or both a Chair and a Vice Chair.] The Chair and Vice Chair are both members of the <>, and are <identified/assigned how?>

<Include only if applicable - The Chair serves a minimum <>-year term; renewable once>

<Include only if applicable - The Vice Chair serves a minimum <>-year term; renewable once>

<Include only if applicable - The Vice Chair shall have all the powers and perform all the duties of the Chair in the absence or disability of the Chair, or there being a vacancy in the position of Chair, and shall perform any other duties as may be assigned by the Chair, from time to time.

1. **Meeting and Quorum**

Meetings will be held on a regular basis of [when], or as required.

Quorum will be 50% plus one member or a simple majority of the voting members. [or other ]

1. **Committee Process**

Identify the process for the committee if different from the function and decision making – if not delete

1. **Exclusions**

If any

1. **Responsibility**

Document Owner - Office of <>

Insert title (not name) and office contact information for relevant person(s)

1. **Version control and change history:**

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| **DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT** | | |
| **Version** | **Date** | **Authors/Comments/Stakeholders Consulted** |
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