

AD HOC COMMITTEE TERMS OF REFERENCE TEMPLATE

(Insert Committee Name)

Terms of Reference

1. Purpose of the Committee:

(Summarize the results the committee is expected to achieve and list specific deliverables)

2. Background

(Summarize the reasons the board decided to form the committee)

3. Member Expectations

Committee members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the committee's purpose.
- Provide perspective of what is best for the Division.
- Attend committee meetings and follow through in a timely manner on any commitments.
- Support the success of the project.
- *(Summarize other qualities, skills, attributes, expectations of committee members as needed)*

4. Composition of the Committee:

(List the names and roles of committee members (trustee, admin support, external expert, etc.)

5. Roles and Responsibilities:

- The committee chair (or designate) is responsible for:
 - calling the meetings, setting the agenda and sending notice to committee members,
 - chairing the meetings and recording minutes,
 - ensuring the purpose/deliverables of the committee are achieved.
- Committee members are responsible for contributing to the committee work.

6. Meetings:

- Meetings will be called by notice of the committee chair, at a location agreed upon by the Committee.
- Meetings schedule: *(indicate meeting dates/times, or expected meeting frequency and duration)*.

7. Expenses:

- Costs of the committee are borne by the Board.
- Meetings are expected to be arranged in a manner that reasonably minimizes costs (at locations that are conveniently central to members and rent-free, at times connected to other Board events if possible, when meal costs are not required, etc.).
- Other than necessary mileage and expenses, committee work is included in monthly trustee remuneration, unless otherwise determined by motion of the Board.

8. Term of the Committee:

- *(Indicate the start and expected end date of the committee)*

9. Reporting/Communication:

- The committee chair (or designate) will report on the progress of the committee to the Board and prepare a final report (with recommendations if appropriate) for board consideration.

10. Decision Making

- The committee will endeavor to work to consensus in decisions around the work undertaken but chair will call for a vote on decisions, as he/she deems appropriate.