

**COMMITTEE TERMS OF REFERENCE TEMPLATE**  
**(Used when the Committee terms are not outlined in Policy)**  
*(Insert Committee Name)*

**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:**

Determined by the Board for the committee that is not outlined in policy, otherwise as outlined in policy.

**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.

**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. Reporting/Communication:**

The committee chair (or designate) will report on the progress of the committee to the Board with recommendations, if appropriate, for board consideration.

**9. Decision Making**

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