

Committee Terms of Reference Template

Committee Name	<ul style="list-style-type: none">e.g. Membership, Events, Finance, Technology, Facilities, Marketing
Statement of Purpose	<ul style="list-style-type: none">Mini-mission statement for the committee (shared understanding of who you are and what you do)
Leadership	<ul style="list-style-type: none">How is the committee led/governed?Is committee leadership appointed or elected? By whom, when, and how frequently?Are there specific responsibilities for leaders?Does any board member have an automatic leadership role with a committee? <i>(If so, it should be outlined in both the Terms of Reference for the committee and the Bylaws under “Board Duties”.)</i>
Membership and Appointment	<ul style="list-style-type: none">Who can be a member of the committee (e.g. members, staff, general public, etc)?How, when, and by whom are they appointed/selected/elected?What is the duration of a term of service?Does any board member have an automatic membership role with a committee? <i>(If so, it should be outlined in both the Terms of Reference for the committee and the Bylaws under “Board Duties”.)</i>
Functions & Delegated Authority	<ul style="list-style-type: none">Specify committee responsibilities relevant to the Statement of Purpose.Specify any individual roles to fill beyond leadershipSpecify limits to authority (e.g., advisory only, can operate freely within parameters, spending capability/limits)Specify when and how the committee can make decisions or take action without board approval
Frequency of Meetings / Quorum	<ul style="list-style-type: none">Are there expectations on how often the committee meets?If they are given autonomy for decision making, are there parameters to establish quorum or determine proportion of votes required to carry a motion?
Record of Meetings	<ul style="list-style-type: none">In what format will committee minutes be recorded?Who will be responsible for taking these?
Reporting Mechanism	<ul style="list-style-type: none">How will the committee report back to board (in-person at board meetings, written reports)?Who provides the report? How frequently?