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| Document PurposeTerms of Reference help to govern the effective authority and operation of committees or working groups formed to complete or oversee specific projects for the organisation.Instructions for CompletionThis front page is to guide users in creating their document.Please **delete** this table once your document has been approved and finalised. To complete the document:* Add or remove relevant terminology to the Terms of Reference as required to align with your organisation Policies, Procedures or Practices
* Comply with all Constitution, Charity rules and legislative requirements
* Update or delete all the green highlighted sections in this document
* Update the document code and/or version number to suit your organisations naming convention
* Include any supporting documents (where relevant)
* Removed QCOSS branding and replaced with your organisations
* Updated the header and footer of this document
* Removed this page/table from your final version
* Provide a copy of document to all Terms of Reference Members and Board.
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Organisation Name): (Project Name)

(Committee or Group) Terms of Reference

#### Document Code / Version Number

# Authority

The (Committee or Group) are established under the authority of (Role).

The (Committee or Group) are not a decision-making body. They will provide advice and guidance that will be used to provide project recommendations to the (Role) and the Board.

The (Committee or Group) will operate according to these Terms of Reference.

# Background

The (Project Name) was established by the (Committee or Group) .

The objective of this project is (Project Description) from (project start and end date).

# Purpose

The (Committee or Group) purpose is to provide advice and guidance on project direction, decisions, content, and advise of mitigation and treatment for any presenting project risks.

# Role of (Committee or Group)

The role of the (Committee or Group) is to:

* Provide guidance and advice that supports the project lead to deliver the expected outcomes.
* Share expertise on the (relevant topic area).
* Share business as usual policy, procedures, practice and templates with the project lead.
* Assist the project lead to understand the local service delivery environment.
* Assist the project lead to mitigate or treat risks and issues that present throughout the project period.
* Inform and advise the project lead on any information that may help with or negatively impact the project's delivery.
* Review information and guidance provided by the (Committee or Group) to ensure they align with (Organisation Name) Executive Leadership Team and organisation's strategic vision.
* Inform and advise the Senior Executive Leadership team, who will in-turn advise the Board.

# Role of Individual Members

The purpose of each working group member is to:

* Share their expertise and knowledge.
* Attend meetings and progress action items recorded in the meeting action list.
* Consider the perspectives of others in the group.
* Display leadership through engaging proactively and productively in discussions and assisting in identifying solutions.
* Report progress or concerns to (Role).

# Authority for Decisions

The Executive Leadership Team and Board have responsibility for:

* Making all decision related to project outcomes, deliverables and outputs
* Approving all project policy, procedures and practices.

# Tenure

The (Committee or Group) will operate from (start date to end date).

Working Group membership can change with approval from the (Role).

# Meeting Administration

* The (Role) will chair all working group meetings and (Role) act as secretariat.
* Standing agenda items will be discussed at the first working group meeting, other agenda items will be added as per the Project Schedule
* Subject Matter Experts (SME's) will be invited to the meetings as required. Invitations will be sent to the SME's by the (Role).
* Action items will be used to track the (Committee or Group), activities and decisions.
* Secretariat to send agenda and discussion papers to working group members (time in hours/ days) before the meeting.
* The agenda will allocate up to one hour per topic for discussion and decision.
* Working group notes, actions and decisions will be circulated by the secretariat (time in hours/ days) after the meeting.
* Any feedback the working group has will be provided to the project lead within (time in hours/ days)

# (Committee or Group) Membership

|  |  |  |
| --- | --- | --- |
| Name | Job Title | Email  |
| (Name) | (Job Title) | (email) |
|  |  |  |
|  |  |  |
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# Meeting Dates and Topics

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Location | Agenda |
| (Date) | (Time) | (Location) | (Topics) |
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# Approvals

***Document Author:***

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| **Name** | **Position Title** | **Signature** | **Date** |

***Approved by:***

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| **Name** | **Position Title** | **Signature** | **Date** |

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| **Conditions on Approval and/or additional comments:** |