# COMMITTEE TERMS OF REFERENCE

**Project:**

**Committee:**

**Committee Chair:**   **Date Adopted:**

## TERMS OF REFERENCE

### Name and Type of Committee:

### General Purpose:

* What is the area of responsibility?
* What type of work is the committee expected to do?

### Key Responsibilities (Scope of Authority):

* What results are expected from the committee?
* What authority does the committee have?

### Composition and Appointment:

* Who is appointed to the committee?
* Who appoints the committee members?
* How long is the appointment (e.g., entire project or designated phase within a project)?
* How is the committee chairperson appointed?

### Meetings and Decision Making Process:

* What is the expected number of meetings during the project and length of meetings?
* How are the meetings scheduled?
* What is the meeting format, protocols, and decision making process (e.g., consensus or voting, attendance/quorum requirements, etc.)?

### Resources:

* What is the allowable committee costs approved within the project?
* What are the restrictions?
* What approval is necessary?
* Are there any additional staff requirements outside of the project that is needed for committee support?

### Reports:

* What reports are required by the committee?
* Is a committee evaluation required at the end of the project to include in the final project evaluation?
* What is required in the committee evaluation?

*[Confirm approval and acceptance of the terms of reference through the signature of the Project Sponsor.]*

**Signature: Name:**

**Date:**