

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: