

# MEMBERSHIP & TERMS OF REFERENCE TEMPLATE

Note: all Sections must remain in the document. Minor headings can be deleted if there is no content required.

1. Establishment

Background

Purpose

1. Glossary
2. For the purpose of this document:
   1. Committee - means <insert Committee title>
3. Membership
4. The members of the Committee are:
5. Functions and responsibilities

**Committee responsibilities**

Member responsibilities

Advisory role & referral of matters

1. Meetings

Quorum

Meetings

Agendas and Minutes

Related Expenses

Conflicts of interest

1. Where a member has a perceived or material conflict of interest, they must declare this to the Chair and at the Committee meeting prior to discussion to the item of business.

Variations

1. Variations to the terms of reference and/or membership of the Committee must be approved by <insert the delegated authority>.

## Status and Details

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| --- | --- |
| **Status** | Current or historic |
| **Effective Date** | This is the date the document is published. |
| **Review Date** | Rules must be reviewed at latest by 5 years.  Policies and procedures must be reviewed at latest by 3 years.  Membership & Terms of Reference as required. |
| **Approval Authority** | See the Delegation and Approval Policy, delegation schedule 1 for advice on approval authorities for different document types. |
| **Unit Head** | (Or policy owner) the position responsible for monitoring the effectiveness of a document and for reviewing it. |
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