**1 Terms of Reference[[1]](#footnote-1)**

**1.1 Purpose**

Describe the reason the Committee is constituted.

**1.2 Membership**

How are the Committee members appointed? How many people are in the Committee? Who appoints the Chairman? How are members removed? Are there any specific qualifications required by members?

**1.3 Meetings**

What is the meeting schedule and who calls the meetings? Who will receive minutes and in what timeframe?

**1.4 Authority**

The ............. Committee is authorised by ................. to:

**1.5 Accountability**

The ........... Committee is accountable to .................. for the following tasks:

What are the key activities the Committee must undertake to meet the purpose for which it was constituted? Dot point and where necessary include KPIs against which performance can be measured.

**1.6 Responsibility**

Who is the Committee responsible to? What are the required outcomes? By when? In what form are reports to be submitted?

**2 Duties**

**2.1 First Duty**

Requirements or description to include KPIs from TOR

**2.2 Second Duty**

Requirements or description to include KPIs from TOR etc

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| These Terms of Reference and Duties have been received and accepted by the members of the ................. Committee. The members understand that these remain extant until revoked by the Authority or the next meeting at which elections are due, whichever occurs first, | | | | |
| Signed on behalf of Committee |  |  | Signed on behalf of Executive |  |
| Name: |  |  | Name: |  |
|  | Chairman |  |  | President |
| Date: |  |  | Date |  |
| **Distribution:** once Signed:  Chamber Secretary (for Committee Member Register)  Chairman  Committee members (one each) | | | | |

1. http://boardconnect.com.au/resources/ [↑](#footnote-ref-1)