**COMMITTEE TERMS OF REFERENCE**

1. Name of Committee:
2. Type of Committee: Standing/ Sub-committee/ Ad Hoc
3. General Purpose: (short description of committees area of responsibility, what it does & why it was formed, values and how decisions are made)
4. Key Duties & responsibilities: (specific objectives or tasks the committee is expected to achieve during the term & level of authority granted to the committee by the Board)
5. Composition & Appointments: (committee leadership/chair, membership, who will receive reports)
6. Meetings: (when/ duration etc)
7. Resources - Financial:

Resources - Staff: (positions/ type of support/ estimated time)

1. Specific Annual Objectives:
2. Reports & Target Dates:
3. Review & Evaluation Process: (how will the work of the committee be reviewed & evaluated )
4. Approval Date: (date terms of reference approved by board)
5. Review Date: (date by which committee reviews & evaluates its terms of reference & forward recommended changes to Board)