**Terms of Reference**

**District/Division Logo Terms of Reference**

**(Name of ) Committee**

**Purpose**

To ….

**Duties and Authority\***

***Duties***

The Committee shall

***Authority***

The level of authority is

**Membership**

***Board***

The Committee shall be composed of (the Committee of the Whole, two trustees selected by the Board.)

***Staff***

Administration

***Stakeholder (If any)***

**Meetings (Frequency)**

The Committee shall meet (frequency).

A motion or record to disband the Committee when its work is completed is required.

**Resources**

***Financial***

Statement of expected costs, if any.

***Staff***

Corporate Secretary, administrative staff, as required.

**Report**

The Committee will prepare a report, as agreed upon (upon completion of project, annually, quarterly, etc.)

Approved:

Note if approved at Public or at Governance

**\*Level of Authority:**

Limited Advisor: investigates and the Board makes decisions

Active Advisor: investigates and suggests action and the Board makes decisions

Limited Agent: can take some action with the Board’s consent

Active Agent *takes action and the Board can later formally approve the action taken*