|  |  |
| --- | --- |
| **INSERT SPEICAL COMMITTEE/ PANEL/ WORKING GROUP NAME HERE**  **Terms of Reference** | |
| **Name:** | Insert Special Committee/ Panel / Committee Name here |
| **Authorised by:** | Write in the Committee/ Panel who endorsed the formalisation of the committee/ panel or working group.  Reference the wording of the endorsement / minutes |
| **Terms of Reference effective from:** | INSTERT DATE |
| **Duration** | The Committee/Panel / Working Group will operate for a period of [insert duration], unless extended or terminated earlier by endorsement of the (insert Committee/Panel name here) |
| **TOR Review Date:** | INSTERT DATE |
| **Objectives:** | The objectives of the Committee/ Panel/ Working Group are   * Objective 1 * Objective 2 * Objective 3 * Objective 4 * Objective 5 |
| **Responsibilities:** | The Committee/Panel/ Working Group will have the following responsibilities   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 |

|  |  |
| --- | --- |
| **Composition:** | The Committee/ Panel/ Working Group will consist of the following members   * Role Title * Role Title * Role Title * Role Title * Role Title   Please ensure if there are ‘special guests’ that have the ability to join the meetings are outline here. |
| **Reports to:** | Insert the name of the Committee/Panel the Committee/Panel / Working Group will report to |
| **Quorum:** | Majority |
| **Voting arrangements:** | All members listed, excluding co-opted persons, visitors, shall be entitled to one (1) vote only on any recommendations.  The chairperson shall have a casting vote where voting is equal. |
| **Meeting Schedule:** | The Committee/Panel / Working Group will meet [insert frequency of meetings] at [insert location]. Meetings will be chaired by [insert role here of chair]. Minutes of meetings will be taken by [role here of secretary |
| **Amendments:** | These terms of reference may be amended by [insert Committee / Panel with authority to amend] with the agreement of the Committee/Panel / Working Group. |
| **Signed:** | [Insert name of person with authority to approve TOR] [Insert date of approval] |