

There are different committees. The terms of reference template I have written below should serve as a guideline for each committee. I have written general terms of reference for every committee. Given the types of committees and a bit of elaboration on the content in the titles below, I can write terms of reference for each committee. Please, let me know whether you require my services in writing Terms of Reference for each committee.

Terms of Reference Template

Purpose

What is the purpose of this committee? *Depending on the committee, the purpose should be stated clearly.*

Timeframe

For what duration will this committee exist? *The duration for the existence of the committee should be stated clearly.*

Scope of work

What work will the committee be solely doing? Will committee members be invited to pose questions, discuss, and give recommendations? What will be the potential topics for discussion? Are there representatives who will be invited to observe committee meetings at their preference? *These questions should be clarified so that committee members are guided on what is expected of them.*

Membership

What members will the committee be composed of? What qualities, experiences, and perspectives should the committee members have? What interests should the committee members have? *Specifying these questions helps in the proper selection of committee members.*

Selection process

For what duration should membership last? Committee members should be devoted to being part of the committee during the entire duration. In exemption of the chair and vice chair, how should applications for membership be made? What are the criteria, strategy, and procedures for applying and selecting committee members? Are there recommendations for the committee members to be reviewed first? *These questions should be clarified so that interested members who meet the requirements can apply and the selection is made as per the requirements.*

Chairs

Will the committee be headed by a chair and assisted by a vice chair? Will the Executive Board recommend and select the chair and vice chair? Will this be done in a closed or open meeting? *This helps in clarification of how the chair and vice chair are selected in a committee to avoid conflicts.*

Meetings

How frequently will the meetings be held? How will the meeting times and dates be determined? What will be the structure of the meetings? Will meeting minutes be kept for every meeting? Will meetings be held in offices or virtually? What will be the meeting quorum? How will the committee agendas be communicated? Is it before or during the meeting? How will meeting agendas be developed? *These questions help in organizing the committee on how to get ready to conduct what is expected of them.*

Code of conduct

How are committee members supposed to present themselves? What values are expected of them? What if a member does not adhere to the values expected of them? What measures should be taken? *Clarification of these questions guides members on how to conduct themselves ethically.*

Membership resignation

What if a member wants to resign? What is the procedure? *This helps in guiding a member on how to respectfully resign if they are not interested in being part of the committee.*

Expenses and budget

What are the expenses of the meetings? Is there a budget for the meetings? How are funds reimbursed? Are members compensated? *This helps in guiding the committee on how to use funds appropriately.*