Name of Group
Terms of Reference

Mandate/Purpose

The Group Name shall act as a subcommittee/standing committee of the committee/board/organization that the group falls under. Its purpose is to

1. Purpose 1
2. Purpose 2
3. Purpose 3

Powers/Duties

1. The Group Name shall
   a. Power 1
      i. Specific explanation of how the group will exercise its power.
      ii. Specific explanation of how the group will exercise its power.
      iii. Specific explanation of how the group will exercise its power.
   b. Duty 1
      i. Specific explanation of how the group will carry out this duty.
      ii. Specific explanation of how the group will carry out this duty.
      iii. Specific explanation of how the group will carry out this duty.
   c. Formal recommendations
      i. How can they be issued.
      ii. What kind of vote is needed.
   d. Who can give presentations and what are the terms for giving a presentation.

Membership

1. Who holds positions in the group
2. Ex officio member 1
3. Ex officio member 2
4. Non-voting member 1
5. Non-voting member 2
6. Who has the responsibility of facilitating meetings

Meetings
1. Will meetings be formal or informal
2. How will meetings be facilitated
3. How often will meetings be held
4. Under what conditions may additional meetings be called
5. What is quorum
6. How many people in favour does a motion need to pass