

PCPC : Parent Co-Operative Preschool Corporation

Committee Terms of Reference

It is a good idea that each committee (a.k.a. working group or sub-group) of an organization be clearly defined in writing. This promotes understanding of who is in the group, what they aim to achieve and how they intend to go about doing it. Below is detailed template of what such a committee charter or definition sheet might include. Of course your group should customize this format to best match your group's unique needs and tendencies.

Committee Terms of Reference

Name:

(Official name of the committee or working group)

Members:

Name, Contact Information – Roles / Responsibilities (e.g. chair, secretary, treasurer, report to the board)

Goals:

(primary)

(secondary)

Deliverables

(Specific outputs required/requested from the committee.)

Scope / Jurisdiction

(What are the bounds of responsibility and authority of the this sub-group? What do they need to address and what is outside their area of concern? What can they decide on and what needs group/board input?)

Guidance from the Board / Group

(Initial direction and suggestions from the board and/or larger group.)

Resources and Budget

(E.g. equipment, materials, rooms, funds available to the committee.)

Governance

(Decision-making technique, e.g. consensus, 2/3 majority vote or chair's authority, etc. Relationships of authority within the group and with the greater organization.)

Additional Notes

- Relationships to other committees
- How communications outside of meetings will be conducted, e.g. phone or email. * Where shared information, such as plans and contact information, will be stored.
- Related policies / by-laws.
- How reporting back to the organization will be conducted.
- History of the committee.
- Schedule or meetings and/or other important time lines.
- Information about specific committee projects.