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| **EVENT TITLE** | | |
| **[Project group title] TERMS OF REFERENCE** | | |
| SCOPE | | |
| *Detail the remit of the group – i.e. which event(s) does this ToR apply to, and which group e.g. Board, LOC, Audit Committee* | | |
| PURPOSE | | |
| *Detail the overarching purpose of the group e.g. an LOC may include;*   * *Quality assure delivery of the event;* * *Provide advice and guidance* * *Ensure funding conditions are discharged in full* | | |
| MEMBERSHIP | | |
| *Role (e.g. Chair, member, observer, invited attendee, secretary)* | *Name, detail, organisation,* | |
| *Role* | *Name, detail, organisation* | |
| *Role* | *Name, detail, organisation* | |
| *Role* | *Name, detail, organisation* | |
| *Role* | *Name, detail, organisation* | |
| *Role* | *Name, detail, organisation* | |
| MEETING STRUCTURE | | |
| Frequency |  | |
| Administration | *Timelines for agenda and key papers circulation pre-meeting, approval of minutes, timeline for circulation of minutes and decisions circulated post-meeting, who is responsible (secretariat).* | |
| Format | *e.g. in person, circumstances for telephone meetings* | |
| Decision-Making | *Voting process. Principles when making a decision.* | |
| Quorum | *What is quorum for the meeting?* | |
| AUTHORITY | | |
| *Detail what the group is authorised to do – i.e If an internally delivered event, what permissions have been delegated to it by parent body board, if an LOC, what permissions has the Event Board delegated to it* | | |
| RESPONSIBILITES AND DUTIES | | |
| *List of specific responsibilities of the group*  *Are there any specific duties the group have to carry out?* | | |
| CONFLICTS OF INTEREST | | |
| *How are conflicts of interest managed?* | | |
| REPORTING AND INFORMATION SHARING | | |
| *How does reporting work in terms of;*   * *Decisions to its members* * *Reporting and making recommendations for sign off by higher authority decision making groups (e.g LOC to Event Board)* * *Decisions reported to sub-committees* * *How will information be shared across these groups?* | | |
| ACCOUNTABILITY | | |
| *How is the group held accountable? What is the process?*  *How are members held accountable? What are they accountable to? i.e Code of Conduct, Job descriptions* | | |
| CODE OF CONDUCT | | |
| *Is there a code of conduct for members? When is this issued? Consider how to reference it within a TOR* | | |
| REMUNERATION | | |
| *What is your remuneration and expense policy?* | | |
| APPOINTMENTS AND REMOVALS | | |
| *How will members be appointed (specifically the Chair)*  *What is the process for removing a member if required?*  *Do term limits need consideration?* | | |
| REVIEW | | |
| *How will the effectiveness and performance of the group (inc these ToR be reviewed?* | | |
| POLICY OWNER | | DATE APPROVED BY [Insert relevant group] |
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