

When forming committees identify the following:

- Name of the committee
- Type (standing, sub-committee, or ad hoc)
- Duration of the committee (start and end date if appropriate and/or termination process)
- General purpose of the committee
- Key duties and responsibilities of the committee
- Membership and how appointed (Trustee, staff, members of the public)
- Chair
- Authority and Decision-making
- Record keeping and reporting

The Terms of Reference may also include the items below. Or, the items may be submitted by the committee for approval based on its authority and decision-making power:

- Meeting schedule and/or frequency
- Objectives and timeline of deliverables
- Budget
- Amendment process