Suggested template for terms of reference for committees

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It is not a formal policy or guideline.

The file was produced on 22 Feb 2016. You have downloaded it from [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

# Terms of reference

# Insert committee name here

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## 1. Title of committee

* Full title of committee you are setting up.

## 2. Purpose of committee

* Concise statement about why this committee exists.

## 3. Membership

* Who can be in the committee.
* Who can’t be in the committee.

## 4. Meetings

* How often, who chairs, who can come, who can vote, etc.

## 5. Sharing information

* Who this committee can share information with.
* Who can share information with this committee.

## 6. Review

* When should the terms of reference for this committee be reviewed (12 months, 2 years)
* How long should this committee exist for (ie is it for a set project? A set period of time?)