

TEMPLATE TERMS OF REFERENCE FOR REPRESENTATIVE BODY [INSERT NAME OF WORKING/TASK AND FINISH GROUP]

A. Membership (delete/complete/amend as required)

- Open to: XXXX
- Quorum: XXXX
- As required, a facilitator for the working group shall be established as the members of the working/task and finish group deem appropriate,
- Directors and any other person may be a member on a working/task and finish group to assist the Representative Body in carrying out its functions.

B. Administrative Support (complete as required)

- The Working/Task and Finish Group will be administratively supported by XXXX

C. Scope (brief statement clearly explaining the purpose of the group)

- A statement regarding the purpose of the Working/Task and Finish group
- The working/task and finish group cannot hold any functions set out within the rules as those of the Representative Body.

D. Responsibilities (delete/complete amend as required – must have been approved by the Representative Body)

- Attend...
- Decide...
- Recommend to.....
- Scrutinise...
- Monitor/receive assurance on....
- Communicate with....
- Share/submit minutes with/to...
- Report in to...
- Submit to ...
- Invite XXXX to explain...

E. Frequency of Meetings (delete as necessary)

- Monthly/Quarterly/6 monthly / as deemed necessary

F. Review (delete as necessary)

- These terms of reference will be reviewed annually / as necessary