

GROUP OR COMMITTEE TERMS OF REFERENCE WORKSHEET

Name of Committee:

Date: **Planning Timeframe** (i.e. Jan – Dec 2015):

Chair/Main Contact:

Having a chairperson may or may not be applicable. Many groups are choosing a less formal structure that rotates the chair in order to distribute and share both the leadership and the time commitment involved. Co-chairs and rotating chairs should be also considered.

Members:

Names and position of members.

Report to Board/Members: Monthly () Bi-monthly () Quarterly ()

Purpose or Mission of the Group or Committee:

A purpose or mission is the “reason for being” for the group or committee program. It describes the function, often becomes the public description, remains constant, and is simple enough to be readily articulated by every individual involved.

Benefits of Serving on the Group or Committee: *What’s in it for the group or committee member? What will they get out of being part it?*

Outcome(s): *What will be the end results or benefits of your committee or group’s activities? What will your stakeholders have that they didn’t have when you started? What will be different.*

Goals: *Generally, how will the group or committee deliver the above outcome(s)? What type of activities, events, initiatives, research etc. will be the focus? Note: these goals are fairly general and broad in nature and likely won't change much from year to year.*

Objectives for the Upcoming Year: *Specifically, what does this group or committee intend to accomplish? Use dates, specific numbers and dollars, definite projects and initiatives etc.*

Immediate: *e.g. recruit a chairperson, draft a policy*

Medium: *e.g. produce a brochure, apply for a grant, conduct research etc.*

Long term: *e.g. raise XX dollars, seek partnerships for concerts etc.*

Financial Requirements: *Estimate annual operating costs as well as potential sources of revenue.*