

## Sub Committee Terms of Reference Guidance

When writing your terms of reference, make sure you refer to your governing document to check what it says about sub committees so that your terms of reference are aligned with the powers of the Trustees.

### How to Use:

The purpose of any Terms of Reference document is to ensure that everyone knows their roles, responsibilities, limitations of their authority and any powers they have that comply with the Governing document. Make sure that your Terms of Reference align with any other documents you have; such as your constitution or Byelaws.

*Top tip: Review these annually to make sure they are still reflective of your needs and your other documents.*

### Structure for your terms of reference:

#### Name of Sub Committee or Working Group

E.g. People and Culture, Finance, Audit and Risk, Governance

#### Members of the Committee and Appointment

- Who are the members?
- What are the minimum and maximum members?
- Are they appointed, elected or co-opted to the committee?
- How long are they members? Are the committee members decided annually or less frequently?

#### Chairing

Is the chair decided by the committee from their members or is the committee chair a specific role?

#### Frequency of meetings and quorum

- How often will the committee meet?
- What is the quorum for these meetings? Numbers of people required and any specific composition e.g. of 3 members must be present at least one must be an elected officer

#### Meeting Administration

How will minutes be recorded, who will take minutes and record decisions. How will the Board be informed of the committees decisions

#### Functions, Responsibilities and Delegated Authority

Specify the role and the purpose of the committee. Be clear about the delegated authority, what decisions are they able to make, what do they recommend or advise on.