TREC TOGETHER RISING AS AN ENVIRONMENTAL COMMUNITY

TREC BOARDS RESOURCE

Committee Terms of Reference Template

XYZ Organization

XX Committee Terms of Reference

Name of Committee:

Committee Chair (primary contact):

- Phone (work):
- Phone (cell):
- Phone (home):
- Email:
- Fax:

Person to contact in lieu of the chair:

- Phone (work):
- Phone (cell):
- Phone (home):
- Email:
- Fax:

Primary staff contact:

- Phone (work):
- Phone (cell):
- Phone (home):
- Email:
- Fax:

Terms of Reference:

1. What is the role/purpose of this committee? What is this committee responsible for doing/delivering? What specific things must this committee do?

2. Does the committee have a long-term and short-term plan for it's area of responsibility? Please attach if yes.

3. How does the committee report and to whom?

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4. Who is currently on this committee? What are the criteria for who should be on this committee?

5. Who else is needed on this committee?

6. What staff supports this committee's work? What is their role/responsibility to the committee?

7. What is the current approved budget that this committee is responsible for and able to make independent decisions about?

8. Are there restrictions on these funds (i.e. grant deliverables) and if so where can they be found?

9. What annual dates are important to this committee?

10. When does the committee meet?

11. What is the expected time commitment for this committee?

More Info

- Current listserve address or e-mail list of participating members:
- Minutes or notes of this committee are available at:
- History of the committee:
- Additional notes on the committee:

Last updated: [DATE]

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