**\*INSERT ORGANISATION/LOGO\* *TEMPLATE***

*This template is intended as a guide for your organisation to create a suitable policy for your organisation. It should always be checked to ensure that all activities or considerations are covered by this document.*

*The sections in* **\*RED\*** *are you to edited to tailor the organisation’s details.* **\*INSERT ORGANISATION\*** *is for the name of the group / organisation.*  **\*INSERT ROLES\*** *is for the different categories with in (e.g. staff, volunteers, trustees, committee, board)* **\*INSERT POSITION\*** *is the person acting as the lead for the task (e.g. Treasurer, Manager etc.)*

Sections in black are usually not for editing. Only edit these if it contradicts with an existing system or policy that you already have. Think clearly before you edit those areas.

Sections in orange are discussion points for your organisation. Areas in which a decision will need to be made of the best way of doing it for your organisation and all those involved. Once language

*Sections in italic purple are guidance notes. The purple sections should be deleted and the orange text you are keeping should be coloured black once the document is completed.*

*This template is designed to help you develop terms of reference for a group such as a project advisory group or panel. The suggested headings and questions are not intended to be prescriptive but will give you some ideas based on what other people have included in their terms of reference.*

**INSERT GROUP NAME**

**INSERT ORGANISATION (IF RELEVANT)**

Terms of reference *(followed by date terms of reference written / revised)*

Purpose / role of the group: *An introduction to the concept.*

What is the broad purpose / role of the group?

When was the group established and by whom?

What are the aims / responsibilities of the group?

Membership: *Who is involved in the group?*

Who is membership of the group open to?

Are there any restrictions on numbers?

Are external agents involved?

Are any representatives from other organisations included?

How long is the period of membership and can it be extended?

Accountability: *What responsibilities do members have?*

Are individual group members responsible for reporting back on activities of the group and if so to whom?

Review: *When and how often will you take an objective view of the efficacy of the group?*

How often will the group review the relevance and value of its work and the terms of reference?

Working methods / ways of working: *If relevant, is there a method to how you are going to conduct the meetings? You may not need this section.*

What method / approach to working will you adopt (for example a shared learning approach)?

Will any subgroups be convened?

Meetings: *A guide to the practical considerations to the meetings which should consider the purpose and methodology to ensure that there is enough time to cover the business and monitor actions.*

How many meetings will be held each year and where will they be held?

Who will organise and chair the meetings?

How will topics for the agenda be generated?

How and when will meeting papers be circulated?

What will the format of meetings be, for example will they include small group discussions?

Will non-members be invited to group meetings and if so, under what circumstances?

Who will provide secretariat for the group?

Sharing of information and resources (including confidential materials): *The meeting is likely to create information, actions, and records. Where and how are they shared, stored and what level of confidentiality are they subject to?*

How will group members share information and resources?

How will confidential materials and copyright issues be identified and dealt with?

Will there be a digital space for the group and if so, will it be password protected and who will be responsible for facilitating it?

Definition of terms: *This is the section where you can explain any industry / organisation specific terminology or acronyms as a point of reference for anyone using this document.*

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| Status / Version | Date Revised | Author | Review Date | Signed By |
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**DISCLAIMER**

**This good practice model policy is produced by Warrington Voluntary Action for you to adapt to suit the needs of your organisation. Please note that we do not accept any liability for how it is used.**