

TERMS *of Reference*

GROUP/COMMITTEE NAME.....

BACKGROUND

Add some background information – why the group has been established, funding info etc.

PURPOSE

Purpose of the project the group is overseeing.

The Steering Group will provide expert advice and guidance on the development, implementation and evaluation of the xxx Project, using their experience, knowledge and networks.

RESPONSIBILITIES

The Steering Group will be an active decision-making body which will be responsible for providing guidance to the lead organisation on the development and presentation of the plan and will undertake to:

- attend scheduled monthly Steering Group meetings where possible or delegate a representative with commensurate authority .
- provide knowledge and expertise from their organisation and stakeholders groups .
- ensure the Project meets contractual obligations .
- maintain privacy and confidentiality.

ROLES AND FUNCTION

The Steering Group will: *(add dot points)*

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TERM OF APPOINTMENT

The term of appointment for Steering Group members is for the life of the Project (xx xxx – xx xxxx) ideally, depending on the ability of individual members to commit to this timeframe.

MEMBERSHIP

Members of the Steering Group will be by invitation and/or nomination from respective partnering Organisations, in the first instance. Over time, additional members may be recruited by a call for Expressions of Interest or other means.

Members are committed to attending regularly, participating in the meeting and working in partnership with other organisations for the purpose of xxx Project.

Persons/organisations no longer wishing to be members of the Steering Group may do so by written notice to the xxx.

STEERING GROUP MEMBER ORGANISATIONS

List here

OTHER PARTNERS

(Includes interested and/or non attending members)

STEERING GROUP MEMBER ROLES

THE CHAIRPERSON

The Chairperson's role is to ensure the committee fulfils its obligations as described in the Terms of Reference.

The Chairpersons responsibilities:

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome.

Such responsibilities may be delegated to a nominated party as required.

SECRETARY

The secretary's responsibilities:

- Scheduling meetings
- Circulating meeting agenda and minutes prior to meetings;
- Recording of accurate meeting minutes;
- Storing past meeting minutes and agendas;

MEMBERS

Steering group members are responsible for:

- Conducting the business of the meeting in a productive manner;
- Representing their respective organisations effectively;
- Participating fully in information sharing and discussion;
- Contributing to the development of a collegiate approach through the dissemination of information, and encouraging and supporting a team based approach across the organisation.

COSTS ASSOCIATED WITH STEERING GROUP

All reasonable costs associated with the Steering Group will be met by the Funded Project Partner.

MEETING TIMES AND VENUE

Meetings will be held monthly at *(insert org name and address)*. Meetings will be held on a *(insert day)* commencing at *(insert time)* hrs and will run for approximately *(insert length of time)* hours.

MEETING PROTOCOLS

AGENDA

Nominations for agenda items are to be sought from members one week prior to the meeting.

The agenda will be circulated at least three working days before the meeting.

AGENDA ITEMS

- Attendance & Apologies
- Previous minutes accepted
- Correspondence
- Business arising
- Training/Workshops
- Project Planning and updates
- Challenges/Opportunities/Barriers
- Partnerships/MoU's
- Funding
- Marketing
- Other Business

QUORUM

A quorum will be half the current members at any time plus 1.

RECORD OF STEERING GROUP MEETING

A record of Steering Group discussions and actions will be recorded in the form of official minutes. Minutes of the previous meeting will be endorsed at each monthly meeting.

MINUTES

Minutes will be distributed to Steering Group members within one week of the meeting being held.

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed in xx xxxx;xx xxxx; and xx xxxx or as required.