

Template - to be completed

Terms of Reference for Working Groups and Board Task Forces at TAS

This template outlines the components of a Terms of Reference document that will help each working group and task force (referred to as “group” in this document) clarify its purpose, scope and expectations of its members, as well as an associated budget for the resources needed. Please create a draft copy that can be shared with the group and discussed. Once completed, the terms will help guide the working group or task force to meet its purpose. The final version will be approved by the Temple Board.

Important: Each working group or task force chair is responsible for keeping the Board the Board President informed on sensitive issues and decisions or recommendations made by the group. A bi-annual budget is required of Chairs to cover anticipated expenses and provided to the Treasurer before the AGM.

Template

A. Name of group

B. Members

- a. Basic information - Names, roles and responsibilities e.g. chair; secretary; report to board and contact info
- b. Expectations - How long is the period of membership and can it be extended? Who is membership of the group open to? Are there any restrictions in the numbers?

C. Purpose/role of the group – e.g. for what reason was the group formed and what are its goals and/or desired outcomes?

D. Scope of group’s Work

- a. Clarify boundaries – What are the bounds of responsibility and authority of this group? What needs to be addressed and what is outside the group’s area of concern? What can the group decide on and what needs higher approval?
- b. Deliverables – What does the Board need the group to accomplish? Are there specific requests made?
- c. Accountability/Communications – Who within the group is responsible for reporting back to the Board?

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E. Working methods/ways of working collaboratively

- a. Clarify methods - How will the group work together? Will subgroups need to be set up to look at particular opportunities or challenges?
- b. Meetings – How many will be held each year and where will they be held?
 - o Who will organize and chair the meetings?
 - o How will topics on the agenda be generated?
 - o How and when will meeting papers be circulated?
 - o Will a prayer be said to start?
 - o What will the format of meetings be e.g. any small group discussions?
 - o Will non group members be invited and if so, under what circumstances?
 - o Who will provide note taking and sharing communications between the group's members?
 - o How will the group share information and resources?
 - o Who will provide communications between group members and the Board?
 - o How will the committee deal with confidential information?
 - o Where will the group's documents be stored?

F. Governance – What will be the group's decision-making technique e.g. 2/3 or majority vote, chair's authority, etc.? As well, how will the group monitor its progress e.g. bi-annual review? Also see Signs of Success below.

G. Resources and budget – What is needed to do the work of the group e.g. funds, materials, equipment, rooms?

H. Definition of terms – Are there any specific terms that the group may need a common definition for? List terms and definitions

I. Visualize - Signs of Success and Evaluate – Conduct (future-setting) exercise with group members. Ask them: *If this working group or task force is successful a year from now, we will know it because the following things will happen?* Ask members to literally envision what success will look like – the changes they would notice? Capture comments as these will tell you if and when you're achieving success. Look for those signs to appear and recognize and reward members for the progress the group is making. Use signs as a measurement tool, as well.