

Standard: **STD02: STANDARDS FOR COMMITTEE TERMS OF REFERENCE**

Effective: 2021-01-06

Sponsor: President

Next Review: 2026-01-06

Approvals: 2015-01-02, 2015-07-22, 2015-11-04; 2021-01-06

1. PURPOSE

The purpose of this document is to outline the format, content and development process for effective terms of reference (ToR) for formal College committees and subcommittees. ToR provide an operating framework within which a committee achieves its objects. The ToR typically identify the committee's assigned purpose, subject matter, scope of deliberation and desired outcomes; its membership structure and terms of office; and its meeting schedule, governance, methods of operation and reporting requirements.

Fanshawe College ToRs encourage and support effective and efficient committee activity. They promote freedom to act and enablement of consultation, collaboration, innovation and sound decision-making that align with the College mandate, vision, mission, values and strategic goals.

2. DEVELOPMENT AND CONTENTS OF TERMS OF REFERENCE

The person or entity that created a committee, in consultation with the current committee chair and with assistance from the Policy Secretariat, develops and maintains terms of reference designed to achieve the committee purpose and align with the above objectives.

3. TERMS OF REFERENCE TEMPLATES

Attached are annotated templates for the terms of reference for a College committee, and for an addendum to a terms of reference. ToR authors complete all sections, but only include those topics that are necessary to guide the committee toward achieving its purpose. Keep it simple and brief; aim to empower, not restrict.

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Annotated Template for a
TERMS OF REFERENCE FOR A COLLEGE COMMITTEE

ToRID & Cte Name: **<TORnn: COMMITTEE NAME>**

Issued by: <Title of Issuer>

Effective: <yyyy-mm-dd>

1. PURPOSE

The purpose of this committee is to...

...advise the College (or a specified position or entity) based on review or monitoring of specified activity or information sources; make recommendations regarding specified subject matter; rarely: make decisions or approve College proposals.

2. DEFINITIONS

Word or phrase: Simple definition.

[Include only those words and phrases used in the ToR with a special meaning, or that (whether used in the ToR or not) reflect terminology that committee members and others need to understand to participate effectively in committee business.]

3. MEMBERSHIP AND TERMS OF OFFICE

A brief explanation of each of the following that apply to and are important to this committee's purpose:

- List of members by title, or other description or qualifier;
- Explanation of how members are appointed or selected or elected, as applicable;
- Membership term of (i.e., length of time, if any, before reappointment, election, etc.);
- Specification of which members vote and which do not;
- Method of designation or selection or election of committee officers (chair, co-chairs, secretary, other) and their role if not obvious;
- Provision for alternates for absent officers;
- Any conditions regarding the invitation of visitors and resource persons, and their participation in committee business (e.g., who can invite, for which purpose, notice to members of guest or resource person, etc.);
- Any limitations or sanctions on members (e.g., member cannot also be a member of another named committee, provision for replacement of a member who is often absent, etc.).

4. MEETINGS AND CONDUCT OF BUSINESS

A brief explanation of each of the following that apply to and are important to this committee's purpose:

- Basis for calling meetings (e.g., according to a schedule, at the request of a member, at the call of the chair, etc.);
- Scope of the committee purpose or function further defined or limited (e.g., specific tasks such as an annual report, topics outside the committee mandate, etc.);
- Quorum for meetings and conduct of committee business;
- Duration of meetings;
- Decision-making method (consensus or vote, provision for lack of consensus or tie vote) and nature of committee recommendations and their distribution;
- Agendas: who can propose items and in what form, who approves items, agenda distribution and timing;
- Conduct of business: rules of order, provision for sub-committees or task forces, in-camera conditions, specified committee or member tasks, any other business rules;
- Minutes: nature (formal minutes, meeting notes, only decisions and recommendations), distribution and timing, storage of committee minutes and other documents.

5. REFERENCES

A list of sources (documents, web sites, etc.) that are necessary references for committee members and others involved in committee business. May include: legislation or regulations, Ministry directives or other documents, Board policies, College policies or other external sources.

6. ADDENDA

A list of subsidiary documents that are necessary to elaborate or operationalize the ToR. May include: standards, guidelines, procedures, forms, etc.

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COLLEGE STANDARDS

Annotated template for an
ADDENDUM TO TERMS OF REFERENCE FOR A COLLEGE COMMITTEE

ToRID & Cte Name: <TORnn: COMMITTEE NAME>

Addendum ID & Name: **<AddID: ADDENDUM NAME>**

Issued by: <Title of Issuer>

Effective: <yyyy-mm-dd>

1. PURPOSE

The purpose of this document is to...

Elaborate or operationalize the terms of reference.

2. <First section of content...>

Expressed in simple, concise terms.

3. <Second section of content...>

Expressed in simple, concise terms.

4. ...

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