Terms of Reference Template

# Purpose and Authority

*Clearly and briefly describe the purpose of the committee or group.*

*If the group has formal decision making authority or is responsible for making formal recommendations to a decision maker, include “Authority” in the title and describe. If the group does not have formal authority, consider removing “Authority” from the title and simply describe its role as part of the purpose statement.*

Text in italics describes the content that should go into each section. Complete each section and delete the italicised text when you no longer need the descriptions.

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# Composition

The Faculty of Medicine is committed to equitable and diverse representation on its committees. Please bear in mind this commitment to equity and diversity in the nomination and selection process for committee members.

## Voting Members

### Ex-officio

* *List those who are members by virtue of their position/job title*

### Elected

* *List those who are elected to represent a group*

### Appointed

* *List those who are appointed*

## Non-voting Members

### Ex-officio

* *List those who are members by virtue of their position/job title*

### Elected

* *List those who are elected to represent a group*

### Appointed

* *List those who are appointed*

Guests may be invited to join specific meetings or portions of specific meetings at the Chair’s discretion.

# Appointment Process

*Indicate who is responsible for appointing appointed members and describe the process for doing so.*

# Term

*Indicate how long members are expected to participate. This could potentially depend on the type of member. For example, ex-officio members likely remain members as long as they hold the position, while appointed or elected members are likely appointed or elected for a specific duration.*

# Chair

*Indicate who will chair the meeting. Also indicate whether the chair may delegate his/her responsibilities to cover periodic absences.*

# Meeting Schedule and Administration

*Indicate the typical frequency and duration of meetings. Also indicate who is responsible for capturing formal minutes or high-level notes about decisions and action items. Describe the process for circulating minutes or notes and for a member to express disagreement, if needed.*

Records will be maintained in accordance with UBC and [Faculty of Medicine records retention procedures](https://mednet.med.ubc.ca/HR/myHRstaff/Orientation/Documents/Records%20Mgmt%20Guidelines%20-%20Jan%209-2013.pdf).

# Quorum and Decision Making Process

*Indicate what portion of membership constitutes quorum and thus enables formal decisions to be made. If the group does not make formal decisions, there is no need to specify quorum.*

*Describe the process for making formal decisions, if applicable. For example, does the group vote or is consensus required? If consensus is required, what happens if it cannot be reached?*

# Lines of Accountability and Communication

*Describe to whom this group is accountable or from whom it takes direction and to whom it reports. Also describe the vital lines of communication that must exist between this group and other groups or individuals.*

# Responsibilities

*List specific responsibilities assigned to this group.*

This committee:

1. Adheres to the [FoM General Responsibilities of Standing Committees](https://mednet.med.ubc.ca/AboutUs/AdminAndGoverningBodies/Committees/Documents/FoM%20General%20Responsibilities%20and%20Criteria%20of%20Standing%20Committees_18Nov14.pdf). [*if applicable*]

# Approval

This version of these terms of reference have been approved by:

# Version History

*List the version numbers and approval dates to capture evolution of these terms of reference over time.*