

Terms of Reference

for community environmental groups

Terms of Reference for ABC Steering Committee

1. PURPOSE	<p>1.1 The ABC Steering Committee will work towards (overarching statement about intent).</p> <p>1.2 The ABC Steering Committee sets out to achieve (what outcomes).</p>
2. OBJECTIVES	<p>2.1 The (name of Steering Group/Committee) will provide (advice, guidance...) on:</p> <ul style="list-style-type: none"> •
3. MEMBERSHIP	<p>3.1 The ABC Steering Committee comprises (name who) nominated by the (name who).</p> <p>3.2 Insert name of person will take minutes and/or coordinate meetings</p> <p>3.3 The role of Chair is Insert name of person.</p> <p>3.4 All recommendations passed by ABC Steering Committee are to be signed off by (name of overarching Landcare Network).</p> <p>3.5 Location of each meeting will be determined (how and where?)</p>
4. COMMITTEE PROCEDURES	<p>4.1 Process</p> <p>The ABC Steering Committee will seek to:</p> <ul style="list-style-type: none"> a) Support, engage, canvass and represent (which constituents) b) Disseminate information to (who) in an efficient and timely manner c) Ensure two way consultation and communication between (who and who). <p>4.2 Decision Making</p> <p>Decisions will be made by: [nominate how the committee will make decisions. For</p>

	<p>example, by consensus, voting etc.</p> <p>4.3 Minutes and Agendas</p> <p>Minutes will be taken and distributed by Insert name of person. Agendas will be compiled by Insert name of person in consultation with the Chair.</p> <p>Agendas and minutes will be distributed within one week prior to the meeting. Minutes will be distributed within one week of the meeting.</p> <p>4.4 Absences</p> <p>If a member is absent for three consecutive meetings without notice or justifiable reason, the committee will review their membership.</p>
<p>5. MEETINGS</p>	<p>The ABC Steering Committee will meet (how often – monthly; bi monthly) for (two hours or more, specify) at a regular time. The scheduled meeting times are:</p>

AUTHORISATION:

This version was approved on: [Click here to enter a date.](#)

This version takes effect on: [Click here to enter a date.](#)

Authorised by: [Insert name](#)

Chairperson: [Insert name](#)

Chairperson signature:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of QWaLC or the user's independent advisor.

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