



TERMS OF REFERENCE TEMPLATE

Insert Name of Committee/Work Team

Approved: May 17, 2021

Composition	<i>Number of Members on Committee/Work Teams</i>
Members	<i>To be determined by the Board of Directors</i>
CHAIR	<i>Appointed or Elected from within Committee/Work Team or determined by the Board of Directors</i>
Chair's Duties	<ul style="list-style-type: none"> ● Chair the meetings; ● Set the agenda and dates in consultation with CSBA Executive Director and members; ● Ensure notes are kept and posted; ● Submit the annual work plan to CSBA Executive Director after first meeting of the year; ● Submit a report to the CSBA Executive Director to include with the materials for the Board of Directors' meetings. The report should include the activities of the past months, steps the Committee/Work Team will take over the coming months, and recommendations to the Board. Policy 1.3.4 (3.11) ● Act as spokesperson; Policy 1.3.4 (3.11) ● Encourage active participation and country wide representation from members. Policy 1.3.4 (3.4)
Mandate	<i>Defined role or purpose of Committee/Work Team as determined by Board</i>

	<i>of Directors</i>
Duties	<i>List of specific duties of Committee/Work Team</i>
Meetings	<i>Detail the intended frequency of meetings.</i>