Facility logo here

**Terms of Reference**

|  |
| --- |
| **[Meeting Name]** |
| **Name of Group:** | [Group] |
| **Reports To:** | [Firstname Lastname] |
| **Reporter:** | [Firstname Lastname] |
| **Chairperson/s:** | [Firstname Lastname] |
| **Terms of Office:** | [Details…] |
| **Secretariat:** | [Firstname Lastname] |
| **Endorsed By:** | [Firstname Lastname] | **Date:** | [6 February 2015] |
| **Next Review:** | [6 February 2015] |
| **Review Process:** | [Details…] |
| **Decision Making:** | [Details…] |

|  |
| --- |
| **Background:** |
| [Details…] |
| **Purpose:** |
| [Details…] |
| **Responsibilities / Functions:** |
| [Details…] |
| **Frequency of Meetings:** |
| [Details…] |
| **Reporting Committees:** |
| [Details…] |
| **Method of Evaluation:** |
| [Details… ] |
| **Quorum:** |
| [Details…] |
| **Membership:** | [Details…] |
| **Members of:** | [Firstname Lastname] |
| **Correct as at:** | [6 February 2015] |

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| --- | --- | --- | --- |
| **Name** | **Role** | **Organisation** | **Email Address** |
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