**Resource: Terms of reference template**

**NAME**

Decide on the name for the leadership group or partnership. This is the name the group will be known by locally or will be the name of the current group if you are adding to the role of an existing group.

*"Name"*

*Drought leadership group for (area covered).*

**PURPOSE (Vision)**

*The purpose of this committee is to help our community respond to drought and in so doing influence the allocation of current and new resources.*

This statement should be included in your Terms of Reference as the purpose identified by rural and remote communities and one which is recognised by State Government for these groups. It can be part of a broader purpose for the group or can be added to existing roles of your group.

**OBJECTIVES (Roles)**

* *To ensure the community's health and wellbeing needs are anticipated, monitored and met in a timely manner.*
* *To ensure the community is provided with appropriate and timely access to social support initiatives.*
* *To ensure the community groups and organisations are involved in the recovery.*
* *To ensure the collective group is representative of the community.*
* *To influence and advise appropriate and timely investment in the community.*

These are the suggested objectives for your group but can be expanded to include objectives that you require for your group or modified to add to your existing group.

**MEMBERSHIP**

Identify appropriate and relevant local community members

**RESPONSIBILITIES OF MEMBERS**

* *Actively participate in the (name of group) via presence at meetings, the nomination and attendance of a delegate, or via teleconference.*
* *Provide a professional and representative view point, disregarding personal opinion or individual agendas.*
* *Regularly inform their respective organisations of project initiatives and outcomes.*
* *Adequately prepare for meetings through reading all relevant documentation prior to meetings.*

These are suggested responsibilities and need to be agreed by members. Responsibilities can be added as agreed by your group or taken from a current terms of reference for existing groups.

**DECISION MAKING**

* *Decisions will be based on evidence, likelihood of success and available capacity and resources.*
* *It is preferred that consensus be reached. If this is not possible, the decision is to be determined by a majority vote of members present.*
* *Members need to be aware that decisions may be made in their absence.*

These are decision making suggestions for your group, but can be expanded to suit the function of your group or modified to add to your existing group.

**GUIDING PRINCIPLES**

* *Equity*
* *Mutual benefit*
* *Transparency*
* *Confidentiality*

These are the suggested principles of your group, but can be expanded to include principles that you require for your group or modified to add to your existing group.

**GEOGRAPHICAL BOUNDARIES**

* *Regional Council or Shire Council Area*

This can be your Regional or Shire Council group or a sub group that reports to the representative group for the area.

**MEETING DETAILS**

*Regularity*

How often is this group going to meet? Is it bi-monthly, quarterly or half yearly? Additional meetings may be scheduled at the discretion of the chairs to ensure issues are addressed in a timely manner. A quorum requires attendance by half of its members.

*Location*

Where are you going to hold these meetings or are you going to rotate around venues of different organisations or communities?

*Duration*

The length of time allocated for these meetings.

*Minute taker*

This can be a funded or non- funded position, or may be rotated through the members.

**DISTRIBUTION OF MINUTES AND AGENDA**

*Agenda to be distributed 7 days prior to meetings and minutes within 7 days after the meeting by the minute taker.*

This is a suggestion for your group. This can be modified to suit your group or to add to your existing group.

**TERMS OF REFERENCE REVIEWS**

*The terms of reference should be reviewed at least annually along with the membership, and short and long term actions for the group based on local data and drought plan.*

The terms of reference should be reviewed at least annually but may be less frequent. At the review of the terms of reference it is also an option to review membership, purpose and roles as well as strategic direction for group, recent and future activities and any data reviews, evaluation or community feedback.

**SIGN OFF**

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| --- | --- | --- |
| **Chairperson** | Signed | Date |
| **Deputy Chairperson** | Signed | Date |

*We the members of this committee agree to the Terms of Reference.*

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| --- | --- | --- |
| *Names of other Committee members:* | | |
| Name | Signed | Date |
| Name | Signed | Date |
| Name | Signed | Date |
| Name | Signed | Date |
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