

# Terms of Reference Sample

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## **Name:**

[Name your committee. *Welcoming Workplace Committee* or *Women in Trucking Committee* are just a couple of suggestions depending on the scope the committee is to include in its terms of reference. Do you intend to focus on women in trucking or will you include other underrepresented groups in trucking on this committee?)

## **Mandate:**

State briefly the main purpose of the committee. Why has the committee been formed? How does it link to the business strategy?

## **Membership:**

Identify here the number of committee members that will be on your committee and what departments and levels need to be represented. Are there both management and employee representatives?

## **Terms:**

Consider how people can join the committee. Will they need to be appointed by someone or can anyone volunteer with the approval of their supervisor. Are people nominated and the committee gets to vote/approve? Is there a time frame in which someone can serve on the committee? (If the length of tenure is limited, consider staggering it so that you always have members with experience on the committee.)

## **Roles and Responsibilities:**

What are the roles and responsibilities of the members of the committee? Is there chair or co-chairs? Is the chair/co-chairs chosen or appointed? What are the specific list of activities the committee has been formed to undertake? For example a *Women in Trucking Committee* could be formed to undergo some of the following activities:

- Complete an assessment of your workplace to determine its gender inclusive condition
- Review all company documentation to ensure gender inclusive (Include recruitment and training material as well as policies and procedures)
- Review existing programs or suggest new ones that can be implemented to increase the representation and advancement of women in trucking
- Create/support the creation of an awareness campaign

## **Governance**

What decision-making technique will be applied? What will be considered a quorum? How much authority does the committee have and to whom does it report?

## **Meeting Schedule**

How often does the committee meet? Are there set number of meetings per year? How will the committee meet? (Face to face, via teleconference, videoconference, etc)



### **Budget and Resources**

Describe here what resources are available for the committee. (People, equipment, financial, etc)

### **Review**

Identify the review frequency of your terms of reference and ensure you make it a part of your responsibilities as a committee.