

# Terms of Reference - Template

## ENGAGING YOUR COMMUNITY: A TOOLKIT FOR MUSEUMS

It is a good idea to establish a terms of reference for your working group. This will give your group an opportunity to manage expectations by determining the scope of the group's responsibility, along with the responsibility of each individual member, right from the beginning.

---

### **Official Name**

Official name of the team or working group

### **Members/Composition**

Roles / Responsibilities (e.g. chair, facilitator, report to the board) Identify various groups that will be represented on the team (i.e. board member, staff member, volunteer) What is the role of each team member?

### **Term of Membership**

What are the terms of membership? (e.g. 6 month commitment).

### **Purpose**

Discuss context of team - how, why and when was the group formed? What is their main purpose?

### **Goals**

1. (primary)
2. (secondary)
3. (others)

### **Deliverables**

Identify specific outputs required/requested from the team.

### **Jurisdiction**

What are the bounds of responsibility and authority of the group? What do they need to address and what is outside their area of concern? What can they decide on and what needs senior leader input? What is within their scope of authority and what is considered outside their scope of authority?

### **Resources and Budget**

Identify the resources required to meet the various objectives of the team – people, equipment, materials, rooms, funds, skills.

### **Governance**

Decision-making technique. For example; consensus, 2/3 majority vote. What is considered a quorum? Relationships of authority within the group and with the greater organization. Who does the team report to?

### **Communications**

How do members communicate within the team? By phone, meetings, email, mailing lists etc. How quickly should people respond? How is reporting back to the organization conducted? How does the team communicate with senior leaders?

### **Relationships to other groups**

Is this group dependent or related to other committees, other working groups or board members?