

## Establishing a council working group: Terms of reference

[Organisation name]  
[Group name]  
Terms of Reference

### Background

{This section should include background information on the why the council working group was formed, and also a brief discussion on the types of initiatives the group will lead.}

### Roles and responsibilities

The {council working group} will have the following roles and responsibilities:

- provide strategic leadership in the development, implementation and sustainability of programs and strategies
- provide advice, support and assistance in the implementation of the program
- assist in the promotion of a culture of {gender equality – as an example} in {insert organisation name}
- monitor identified and emerging risks and advise on their prevention, mitigation and management
- recognise barriers and enablers to {gender equality} within the workplace, and assist in developing initiatives to address these
- monitor the program budget and expenditure
- contribute to development of a communications plan to support staff / community engagement with the program
- {insert any additional roles/functions as necessary}.

The role of the individual members of the {council working group} will include:

- attending regular meetings as required ({x} per year) and participating in the group's work
- representing the interests of all [insert organisation name] employees, as appropriate
- demonstrating a genuine interest in the initiatives and the outcomes being pursued in the program
- being an advocate for the program's outcomes
- being committed to, and actively involved in, pursuing the program's outcomes, and
- {insert any additional roles as necessary}.

### Membership

The {council working group} will comprise: {list of member names and titles, if necessary}. Additional members may be included in the group as required.

### Chair/Convenor

The group will be chaired by {insert name/title of Group Chair}. Meetings will be convened by the Chair and supported by the Coordinator, [insert name/title of Group Coordinator].

### Agenda items

All agenda items will be forwarded to the Coordinator by close of business ten working days [adjust as appropriate] prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least five working days [adjust as appropriate] prior to the next scheduled meeting.

### Minutes and meeting papers

The minutes of each {insert organisation name} {group name} meeting will be prepared by {insert name here}.

Full copies of the minutes, including attachments, will be provided to all {insert organisation name} {group name} members no later than five working days {adjust as appropriate} following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting {delete or adjust as appropriate}.

### Frequency of meetings

The {insert organisation name} {group name} will meet {insert agreed frequency}.

### Proxies to meetings

{Delete statements as appropriate}

Members of the {insert organisation name} {group name} will nominate a proxy to attend a meeting if the member is unable to attend.

The Chair will be informed of the substitution at least five working days {adjust as appropriate} prior to the scheduled nominated meeting.

The nominated proxy will provide relevant comments/feedback about the attended meeting to the {insert organisation name} {group name} member they are representing.

### Quorum requirements

A quorum will be half the regular membership plus one {adjust as necessary}.

### Review

The effectiveness and membership of the {insert organisation name} {group name} will be reviewed after {x} months.