

# Terms of Reference

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**Insert committee name**

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## 1. PURPOSE

Xxxxx

### STRATEGIC CONTEXT

This Committee links with:

- Corporate Action Area: (choose from one of the 8)
- Governance Standard:

*Insert as appropriate*

- SWSLHD By-laws:
- SWSLHD or MoH Policy:
- Legislation:

## 2. MEMBERSHIP

### 2.1 Details of Membership

Status	Position	Name
Chair	XXXXX	
Member		
Attendee		

### 2.2 Terms of Office

Insert as appropriate, i.e. Membership to be reviewed and invited annually

## 3. CHAIRPERSON & SECRETARIAT

### 3.1 Chairperson

The Chair of the Committee is to ensure that meeting papers comply with the SWSLHD Records Management Policy and that meetings are conducted in accordance with the SWSLHD meeting code of practice.

### 3.2 Secretariat

The Secretariat of the Committee is to ensure that:

- meeting papers comply with the SWSLHD Records management Policy

- meeting papers are distributed one week prior to the meeting
- follow up actions occur as appropriate
- the preparation of correspondence as appropriate

#### 4. MEETINGS

##### 4.1 Notice of Meetings

Seven days. A Meeting schedule will be published on an annual basis.

##### 4.2 Quorum

50% plus one.

##### 4.3 Frequency

Insert

##### 4.4 Disclosure of Interest

At the commencement of each meeting the chair will invite members to declare whether there are any matters in the agenda that they have a “direct or pecuniary interest”. This will provide members/attendees with an opportunity to discharge their obligations.

##### 4.5 Code of Conduct

Members/attendees of the Committee are bound by the SWSLHD Code of Conduct, the SWSLHD code of meeting practice and, if appropriate their respective organisational or professional code of conduct.

#### 5. REPORTING RELATIONSHIPS

This Committee reports to [insert], [how].

Reporting to this Committee is [insert] [how]

#### 6. EVALUATION

The Committee will undertake a self-assessment on an annual basis, including a review of its terms of reference.

The Committee will publish a summary listing of outcomes / achievements of the SWSLHD Committee Structure website each calendar year (by February for the previous year).

#### 7. RECORDS MANAGEMENT

Insert trim container number for committee records.

The Committee will comply with the SWSLHD Records management Policy.

#### 8. DOCUMENT HISTORY

Revision X	Date	describe