

# Terms of Reference Template

## Network terms of reference

Terms of Reference (ToR) can set out the working arrangements for a network and can list vital information about the network, such as its purpose, chair and membership, meeting schedule, level of administrative support, and dispute resolution processes.

Below is a ToR template that network organisations can use.

### 1. Role/Purpose

The role of (name of Network Group/Advisory Group/Governance Group) will provide strategic direction and leadership to ensure (statement about vision/key objective of network)

The (name of Network Group/Committee) sets out to achieve (what outcomes).

### 2. Term

This Terms of Reference is effective from (insert start date) and continues until the (insert expected date of completion of the network)/will be ongoing until terminated by agreement between the parties.

### 3. Membership

The Network Group/Advisory Group will comprise:

- Name, Title, Organisation
- Name, Title, Organisation
- Name, Title, Organisation

### 4. Roles and Responsibilities

To be discussed with the Network Group/Advisory Group some examples may include:

The advisory group is accountable for:

- fostering collaboration
- removing obstacles to the Network's successful delivery, adoption and use
- maintaining at all times the focus of the Network on the agreed scope, outcomes and benefits



- monitoring and managing the factors outside the Network's control that are critical to its success.

The membership of the advisory group will commit to:

- attending all scheduled Network Group/Advisory Group meetings
- wholeheartedly championing the network within and outside of work areas
- sharing all communications and information across all Network/Advisory Group members
- making timely decisions and taking action so as to not hold up the project
- notifying members of the Network Group/Advisory Group, as soon as practical, if any matter arises which may be deemed to affect the development of the Network
- attending all meetings and if necessary nominate a proxy.

Members of the advisory group will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could impact the project, as they arise
- open and honest discussions, without resort to any misleading assertions
- ongoing 'health checks' to verify the overall status and 'health' of the network.

## 5. Meetings

All meetings will be chaired by (insert name and organisation)

A meeting quorum will be (insert number) members of the advisory group

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, advisory group chair makes final decision

Meeting agendas minutes will be provided by (Insert name and organisation), this includes:

- preparing agendas and supporting papers
- preparing meeting notes and information.

Meetings will be held (how often) for (specify time) at (specify location).

If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

## 6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Network Group/Advisory Group members.