

Terms of Reference (ToR)

Purpose:

Provide a brief statement of the purpose of the Implementation Team. Details will be articulated later in this document.

Membership and Roles:

List all the Implementation Team members.

<i>NAME</i>	<i>POSITION/ROLE ON TEAM</i>	<i>KEY SKILLS</i>

Non-voting Members:

List other members/stakeholders who would likely participate on a regular basis, but do not have voting “rights.”

Function: (Goals and Objectives)

List the main functions the Implementation Team will perform.

Constituency and Reporting: (Linking Communication Protocols)

Who is the Implementation Team serving and how is information shared.

Frequency and Location of Meetings:

Identify the frequency of regular meetings to ensure members understand the extent of the commitment. Length of meetings may also be included.

Term of the Members:

This clarifies both the length of the commitment but also enables planned change in membership to ensure new involvement and continuity.

Responsibilities: (Scope and Boundaries)

List key responsibilities of the Implementation Team.

- 1.
- 2.
- 3.

Deliverables:

List what the Implementation Team is charged with accomplishing.

- 1.
- 2.
- 3.
- 4.
- 5.

Resources Available to the Project:

Describe resources available to support the work.

Decision-Making Process:

Determine the type of decision-making process the Implementation Team will adopt and level of authority within organization.

Communications/Accountability:

Identify to whom the team is directly accountable or to whom they communicate to directly.

Chairperson:

Define the method for choosing the Chair and the term of the Chair.

Subcommittees and Working Groups:

List any sub-committees and individuals with the capacity to create task-focused/time-limited working groups to complete specialized activities and ensure Implementation Team members do not carry an excessive load of “doing the work.”

Review of Terms of Reference:

It is important to regularly review ToR. Describe how often and how ToR will be used.

Date of Approval of Terms of Reference:

Upon opportunity for feedback from broader constituents, ToR must be accepted by the team and the date upon which they are reviewed and accepted should be noted.