**Sample Sub Committee Terms of Reference**

**Club Name**

**Terms of Reference**

**Sub Committee Name**

**Sub Committee Name:**

 **Chair:** E.g.Member elected by the committee

**Responsible to:** Club Name Committee

**Purpose:**

**Authority:** Provides recommendations to …..

**Timeframes, Reporting and Deadlines:**

* The sub committee will meet ……. Provide dates, times
* The sub committee will provide a written report to the Committee….. how often?
* Key dates and activities e.g. Sub committee reappointment, review of Terms of Reference…

**Composition:**

* Consists of members from .
* The sub committee will be appointed annually by .

**Specific Areas of Responsibility:**

**Other Resources:**