**EMERGENCY PLANNING/RECOVERY**

**[insert name of Working Group/Committee]**

**Terms of Reference**

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**Preamble:**

A Terms of Reference (TOR) document establishes a particular working group/committee to oversee a delegated area of responsibility. It provides an understanding of the purpose of the working group/committee, roles, responsibilities, membership, operations, and obligations, in accordance with any specific legislative requirements, if applicable. Each TOR document will differ in its context and structure; however, there are a number of key elements any TOR document should include.

**EMERGENCY PLANNING/RECOVERY**

**[insert name of Working Group/Committee]**

**Terms of Reference**

1. **Purpose**

The role of (name of working group/committee) is to provide (overall purpose of the committee, vision statement, key objective; i.e. provide strategic direction and leadership, review and give input, champion the process).

The (name of working group/committee) sets out to achieve (what outcomes/include reference to any applicable regulations or requirements that relate to the duties, responsibilities, or operations of the committee).

1. **Term**

This TOR is effective from (insert start date) and continues until (insert expected date of completion of the working group/until terminated by agreement between the parties. Include the process by which the committee undergoes regular evaluations of its performance, if applicable).

1. **Membership**

The working group/committee will consist of [insert #] individuals. [Identify specific requirements, such as the minimum or maximum number of members, the number of executive positions, specific skills and expertise, and term limits).

(If applicable, list the members or only positions)

* Name, Title, Organization
* Name, Title, Organization
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The chair will (outline how the chair is to be appointed, any requirements or restrictions on who can be appointed to the chair position, and the procedure by which an acting chair is nominated if the chair is absent).

The chair shall:

* Call meetings of the committee
* Chair meetings of the committee
* Designate another board member who is a committee member to chair the committee in the chair’s absence

1. **Roles and Responsibilities**

(Clearly state whether the working group/committee has been empowered to carry out certain acts, or whether the remit of the committee is advisory in nature only, i.e. the areas of responsibility for which the committee can make recommendations, has rights to decision-making, or can authorize a particular action).

The working group/committee is accountable for (some examples may include):

* fostering collaboration
* maintaining at all times the focus on the agreed scope, outcomes, and benefits
* monitoring and managing the factors outside the group’s control that are critical to its success

The membership of the advisory group will commit to:

* attending all scheduled meetings
* championing the work within and outside of work areas
* sharing all communications and information across all members
* making timely decisions and taking action so as to not hold up the project

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

1. **Meetings**

Meetings will be held (how often) for (specify time) at (specify location). All meetings will be chaired by (insert name/organization).

A meeting quorum will be (insert number) members of the working group/committee.

Decisions are made by consensus of the working group/committee. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting, or take the issue to (authority who the working group/committee reports to).

Meeting agendas minutes will be provided by (name and organization). This includes:

* preparing agendas and supporting papers
* preparing meeting notes and information
* keeping minutes in accordance with the organization’s practice

If required, subgroup meetings will be arranged at a time convenient to subgroup members.

1. **Amendment, Modification, or Variation**

This TOR may be amended, varied, or modified in writing after consultation and agreement by the working group/committee members.

Approved by Board of Directors: [insert date]

Reviewed by Board of Directors: [insert date]