

Terms of Reference Template

Approved by _____ on _____

Name: LTER IMC XYZ Working Group

Name Short:

Name Initials:

Type of Group: (standing committee, working group)

Planned Scope: (limited, all-site)

Date of Formation:

Purpose:

Background & Decision Making: (what prompted formation; decision types statement)

Decision types include formal (vote), semi-formal (consensus), informal, compliance (mandate).

Planned Duration:

Organization

Membership:

Roles and Lengths of Terms:

Subgroups:

Activities

Meetings:

Agenda:

Communications and Reporting:

Budget and Expenses:

Modifications: These rules of order may be amended by (two thirds vote; consensus)