



Team Terms of Reference (TOR)

Team Name	Click or tap here to enter the team name.
Original TOR Date	Click or tap to select the date that Council approved the team's TOR.
TOR Revision Date	Click or tap to select the latest revision date.
TOR Review Date	Click or tap to select the next TOR review date.

Team Mandate	Click or tap here to define the team mandate.
Team Duties	Click or tap here to list team duties.
Working Groups	Click or tap here to enter working groups that fall under the team.
Meeting Frequency	Click or tap here to enter meeting frequency.
Minutes and Retention	Click or tap here to enter minute-taking requirements, including who takes minutes, and how long and where to retain copies.

Team Member Term Length	Click or tap here to enter team member term length. Also, note if there is an option to renew for a second term.
Team Member Names	Click or tap here to enter team member names, including their join and finish dates.
Team Leadership	Click or tap here to enter the current team chair name(s), and any other leadership names and roles.