ATHLETES VILLAGE HOUSING CO-OP TERMS OF REFERENCE TEMPLATE

Note: please use this template to create a Terms of Reference for a new committee. All new committees are required to complete a Terms of Reference document.

Guidance for completing the form is in italics.

About

Describe what the committee wants to accomplish. This should ideally be one big goal.

Background

Share what prompted the creation of this committee.

Objectives

If applicable: describe any specific actions that support the main goal.

Governance

- *How is the committee organized?*
- *How do members communicate with each other?*
- *How does the committee communicate with the co-op as a whole?*

Members

List members

Meetings

List meeting times, can be “as needed” and whether meetings are open to all co-op members or only committee members