Terms of Reference

${YourTeamName}

Team Background:

${background}

Description:

${description}

Purpose

This ToR serves as the guiding document for ${groupName}. The goals for ${thisGroup} are to

develop?

guide?

advise?

provide?

announce?

other?

Members will engage in

advising?

Identifying priorities?

brainstorming?

providing feedback?

reviewing documents?

developing protocols?

collecting and analyzing data?

connecting with other stakeholders?

approving activities or documents?

other?

Membership

${thisGroup} consists of ${howManyPeopleDoYouIdeallyWant} members. The patient / public members

are diverse with respect to their age, sex / gender, geographical locale, ethnicity, health experiences, work, cultural and educational backgrounds, and volunteer / caregiver experiences, as appropriate to the project.

openly and candidly share their ideas with ${group}.

respect the opinions and time of others.

**\*\*\* Please note that this template is a guideline only.   
Your Membership will be in the best position to contribute to the ToR.   
Usually, Terms of Reference documents are “living documents” that can evolve throughout the life-cycle of the committee or group and project. \*\*\***