

PD 17

Sub Committees or Working Parties (SC/WP) - Terms of Reference (ToR)

Introduction & Objectives

Please refer to Standard Document PD16 Organisational Overview, Section 4b

Scope

Each sub-committee will have a specific purpose, details of which should be included within the table below

Representation/Membership

SC/WP's will be typically 3-4 persons however they can be made up from Trustees, supporters and persons co-opted for the purposes of that SC/WP, in any case there should be a minimum of **one** trustee. The person with the greatest knowledge of the subject should be nominated as the lead member

Liaison with SGUK Officials

The SC/WP Lead will work closely with the Chairman/Vice Chairman/Treasurer and Secretariat during the existence of the SC/WP, particularly when the topic forms part of any meeting agenda other than a brief verbal update of the SC/WP undertakings

Meetings

The specific SC/WP can arrange meetings/communications to suit their specific purpose. Meetings can be: face to face; by Skype/telephone, or using email, depending on the subject matter

Responsibilities

Members of sub-committees will not be burdened with additional responsibilities above those mentioned above and those they already have in terms of their position within SGUK

SC/WP members	Timescale: Start / Target Finish	Purpose / Topic:	Record of meetings (dates)
(Lead)			