# [Name of public entity] [Name of committee] charter

## Objectives

The objectives of the committee are to:

* ensure …
* assist …
* <other objectives>

## Terms of Reference

To assist the board in ensuring that the <public entity>:

* reviews ...
* oversees …
* assesses ...
* considers ...

[Powers and duties may sometimes replace the terms of reference.]

## Membership

The committee shall comprise <x> directors and <x number of other members>. Other directors may attend the committee meetings as observers with the prior agreement of the committee chair.

## Meeting arrangements

The committee will meet before board meetings every <time period> and at any other time considered necessary. The <role> or a nominee, will attend and arrange attendance of other staff as required by the committee. A quorum for the committee shall consist of <x> directors/members.

## Reports

The committee will report on its findings, recommendations and oversight of <function> to the board after each committee meeting. The minutes of all committee meetings shall be circulated to board directors and be on the agenda of the next full board meeting.

## Charter Review

The charter is effective from <date> and will be reviewed every <time period>.