**TEMPLATE TERMS**

**OF REFERENCE**

As part of our efforts to have a positive impact on people, places and the planet <COMPANY> has set up a responsible business committee. The terms of reference for this committee are as follows:

**PURPOSE**

1.0 The purpose of the responsible business committee is to:

* Identify and communicate our business reasons for developing a responsible business programme
* Identify our areas of focus and plan activities based on this
* Develop our responsible business strategy and implementation plan
* Manage any responsible business fund or budget
* Lead our responsible business activities
* Capture key activities for impact reporting and evaluation

**APPOINTMENT TO COMMITTEE**

2.0 The Chair and initial members of the responsible business committee can be appointed by nomination.

* Membership to the committee should be voluntary and represent a broad range of functions and employees from across the business including junior team members as well as senior management.

3.0. The position of Chair should be rotated on <annual/ 2-year basis> to ensure committee members are given an opportunity to develop leadership and organisational skills

4.0. If new members are required, a general communication will be sent to all employees to determine if any permanent member is interested in joining the committee.

* It is intended that the committee will consist of between <XX> to <XX> members.
* If three consecutive meetings are missed it will be deemed that member has resigned.

**QUORUM**

5.0. Meetings will take place [x] times a year and on such further occasions as the Chair of the committee requires.

**NOTICE OF MEETINGS**

6.0. Papers will be circulated in advance by the Committee Chair and minutes will be taken of each meeting by a committee secretary, with an emphasis on action points to be implemented within an appropriate timeframe.

**RESPONSIBILITIES**

7.0 Provide strategic direction on <COMPANY’s> responsible business programme to have a positive impact on people, places and the planet

* Review and map existing responsible business activities to identify and pinpoint areas of focus for responsible business committee
* Agree and set SMART targets for each area of focus
* Evaluate and track progress against responsible business targets