# Name of Group

# Terms of Reference

# Date Created

What is the group/project about  
This is a group of individuals with a common area of practice, who come together to enable a process of professional self-development through collaboration and sharing of learning-related ideas, skills and experience.  
   
Statement of intent  
The aim of this committee is to bring together committed individuals who have a desire to work collaboratively to learn, share and build the capacity of its members.  
  
Our Purpose

* Exchange of ideas
* Peer support
* Exploration of issues
* Discussion of research and development relating to an area of practice
* Review of recent developments, products and practices
* Group training or professional development

## Our Goal for Group

[this is something that the group will have to talk about and the objective below may/will change]

 Objectives  
  
 The objectives of this group is to:

* Provide a system of support and ongoing professional development for individuals
* Support and encourage the development and extension of specialist knowledge
* Keep abreast of and participate in leading best practice
* Identifying potential areas for research and development
* Mentoring to build capability of less experienced practitioners
* Provide opportunities to demonstrate best practice employed within individual organisations
* Provide a facilitated communication channel
* Provide a mutual support network for solo practitioners

## Eligibility and Membership

## All persons demonstrating a special interest and involvement in any capacity within the groups field of practice are eligible to submit an expression of interest to ???

## 

## Methods and frequency of meetings

## Meeting will be [monthly/bimonthly/quarterly]

## A variety of formats and technologies will be utilized to facilitate the meetings of the group

## A schedule of meetings will be predetermined

## Meetings will be scheduled at different times to cater for the variety of participant availabilities.

## Roles and responsibilities

### Chair (Name who it is)

* Overall responsibility for ensuring the group achieves its purpose and objectives effectively and efficiently.
* Coordinates meetings and contribute to discussion
* Coordinates yearly evaluation

### Administrator (Name who it is)

* Supports the Chair and provides administrative support to the group in pursuit of its purpose and objectives
* Set up the technology needed for the meeting
* Takes minutes
* Organize meetings
* Circulate agendas and papers
* Prepare and maintain records

### Group Members

* Contribute to the effective and efficient achievement of the team’s purpose and objectives
* Contribute to (and/or take the lead on ) tasks in the annual work plan
* Provide timely comment on draft meeting record, papers and submissions

Evaluation  
  
The Terms of Reference will be reviewed by members every year.  
  
Effectiveness of the group will be assessed every 6 months in the first two (2) years of operation by the means of electronic survey, collated, analyzed and a report posted/distributed for discussion by community members.  
  
The following will be assessed:

* the range and number of participants;
* level of participation;
* member satisfaction with the m and the meeting andperceived value over the stated   
  period.

## Members [members who want to share contact info will be entered]

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| --- | --- | --- | --- |
| Name | Organization | email |  |
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Project (this depends on if the groups wants to do any)

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| --- | --- |
| Project | Lead |
|  |  |
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