|  |  |
| --- | --- |
| **Approved by Committee**: *[DATE]* | **Review Date:** *[DATE]* |
| **Approved by Council**: *[DATE]* | **Approved Budget**: *[AMOUNT] [DATE]* |
| **Mandate****[as approved by Council]:** | *Record verbatim any specific powers listed in the Act, Regulations or By-Law No.1, along with the committee’s or task force’s other Mandates. Mandate is defined by the Committees & Task Forces Policy as “the functional scope of the committee approved by Council”* *[DATE APPROVED BY COUNCIL]* |
| **Terms of****Reference****[Key duties]**: | *Record verbatim the key duties and responsibilities of the committee or task force that support the Mandate’s achievement.*  |
| **Equity and Diversity Awareness** | 1. *Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES/NO*
2. *Is each task/activity being done in an equitable manner and engaging diverse groups?*
3. *Are there any barriers to information dissemination, human resources, physical space, and cultural differences?*
 |
| **Tasks, Outcomes and Success Measures:** | **Task/Activities:** | **Outcomes****Success measures** | **Due date:** |
| *Briefly describe specific tasks related to the committee/task force Terms of Reference to be undertaken during the year and the deliverables expected upon completion of the tasks. Answer questions 2 and 3.* | *For each task, identify its outcomes and related success measures.*  | I*nclude dates for deliverables*.  |
| For example:*Host Annual workshop of Chairs and Committee Advisors.****Q2:*** *The multi-cultural calendar was considered when scheduling the workshop date.****Q3:*** *Persons with disabilities and food allergies were appropriately accommodated.* |  | November, 2009 |
|  |  |  |
| **Inter-committee collaboration:** | *Indicate with which other PEO committees/task forces the committee/task force will consult and/or collaborate over the next year (e.g. joint meetings, chairs’ meetings, contacts between committee advisors, sharing minutes and draft proposals, consulting on proposals, etc.).*  |
| **Stakeholders:** | *Indicate which external government departments, associations, organizations or individuals the committee/task force should regularly engage in dialogue with, particularly in relation to its policy proposals.* |