|  |  |  |  |
| --- | --- | --- | --- |
| **SH-SS Logo-Blk.jpg** | | **Regional (name of) Committee (or Team)**  **Terms of Reference** | |
|  | | Approved: | February 5, 2013 |
|  | | Review/Revise Date: |  |
|  | | | |
| Purpose: |  | | |
| Chairperson: (by position) |  | | |
| Membership: | Membership shall be comprised of | | |
| Meetings: | Meetings shall be held as follows: | | |
| Minutes: | The minutes of each meeting will be recorded and circulated to: | | |
| Terms of Reference: | The Terms of Reference will be reviewed by (who) annually in (month). | | |
| Responsible To: | (what position in the organization) | | |