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| **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) |