**Name of Committee/Board**

## 1. Constitution

* 1. The [……………….] has established a Committee/Board known as the [………………..] [*insert acronym*] which reports to the [………………..].
  2. The […………..] has the following sub-committees/groups:

## 2. Scope

2.1 The [………….] is responsible for […………………………………….].

2.2. The […………..] oversees etc …….

**3. Membership**

1. The membership shall be as follows:

**Ex Officio**

* *Insert job role (not names)* *(Chair)*
* *(Vice-chair)*

**Other Members**

* *List as required*

1. The Other Members of the Committee/Board shall normally be appointed annually to the Committee/Board by the Chair. (*Delete if not relevant).*

**4. Attendance at meetings**

1. At the discretion of the Chair, other staff who are not members of the Board/Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee/Board.

**5. Delegated Authority**

The Committee/Board is authorised by the […………………….] to approve:

* 1. …..;
  2. ……;
  3. …….;

**6. Other Duties**

The other duties of the [……………] shall be to:

* 1. …*[insert as required]*………..;
  2. ………….;

**7. Standing Orders**

7.1 The Board must adhere to the [Standing Orders for Academic and Executive Committees](https://docs.gre.ac.uk/rep/vco/standing-orders-for-academic-and-executive-committees).

Month / Year

Document owner: