**Working Group Name**

**TERMS OF REFERENCE**

**Purpose**

(Detail the purpose of the working group)

**Outcomes**

(List the outcomes the working group will deliver. Where possible link these to functions of the subcommittee / reference group.)

|  |  |
| --- | --- |
| **Sponsor:** | (Must be member of establishing subcommittee or reference group) |
| **Chair:** |  |
| **Deputy Chair:** |  |
| **Membership:** | Members representing the all-hazards EM sector will be nominated and selected based on demonstrated experience, expertise to fulfil the functions of the subcommittee / reference group. Through its membership, the group aims to ensure all aspects of the membership capabilities are represented.  (List capabilities or organisations required to meet the objectives and functions) |
| **Effective Date** | (insert date working group established) |
| **Duration** | (insert time period working group will exist for. Must have an end date) |
| **Frequency of Meetings** | (detail frequency of meetings) |
| **Reporting** | (detail reporting expectations between working group and subcommittee/reference group) |
| **Quorum** | In order for decisions to be made at meetings there is to be a quorum of at least 50% of membership. |
| **Governance** | State EM Preparedness Procedure 20 established the procedures of this working group.  (insert additional governance practices if established by the working group) |