



County team or sub-committee terms of reference template

This template is a suggested framework for terms of reference for a sub-committee or team within a county. The committee structure and requirements are different in each county, so this is only intended as a starting point - while all the sections/headings are relevant for each county's teams, the actual content will need to be tailored to meet the needs of your county

It is good practice for all standard committees and teams within a county to have a terms of reference, but it may not be necessary for some smaller or short term groups.

As part of your facilitated sessions or as part of the process of merging/joining of counties you will be developing a County Action Plan. Once you have developed your County Action Plan you will be in a position to review your county structure and develop terms of reference for your teams and sub-committees.

These terms of reference should be reviewed, and updated if required, by the committee and the county executive annually. They should also be shared with all new team or committee members.

- [County team or sub-committee template terms of reference](#)

Your facilitator can support you with tailoring these terms of reference to meet the needs of your county, and with any other questions you have about governance. Alternatively, please get in touch on governance@girlguiding-scot.org.uk.