## Company Name

**Guide to**

Sub Title

**Main Title**

Sub Title

**Company number: 123456 ABC Sub-Committee e.g.**

# Sub-Committee Terms of Reference

**Sub-Committee Terms of Reference**

Amend the purple sections as required and ensure the Terms of Reference reflect the social business’ governance principles as in its Articles of Association.

## Overall Aim and Purpose

The ABC Committee is a sub-committee of the Board. It takes delegated responsibility on behalf of the Board for ensuring that

/ advising the Board on matters of

## Composition and Membership

The Committee will consist of at least [three] and no more than [five] members with appropriate skills and expertise, the majority of which are required to be Board members.

Any Board members may attend a meeting of the ABC Committee, including those who are not members of the ABC Committee. The [Chief Executive / Manager] and such other members of staff as the Chairperson may require shall attend meetings.

The ABC Committee will have a quorum of [2] members.

[The Committee has the authority to co-opt additional expertise to its membership, and/or to obtain appropriate legal and other professional advice to fulfil its responsibilities.]

## Review

The make-up of the ABC committee will be reviewed [annually] by the Board when appointing committee members.

## Company Name

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**Responsibilities**

# Sub-Committee Terms of Reference

The objective of the ABC Committee is, through challenge, scrutiny, monitoring and advice, to assist the Board to

with principal focus on:



## Limits of Authority

The ABC Committee may not authorize expenditure in excess of £[….] and such items must be approved at a full Board meeting of the Board Members.

## Meetings and Reporting

The ABC Committee meets at least [four times] per year in advance of the Board meetings, with authority to convene additional meetings as circumstances require. The ABC Committee has the ability to invite members of management or others to attend meetings and provide pertinent information, as necessary.

The ABC Committee will provide the Board with a copy of and a verbal report on the minutes and actions arising from its meetings including:

Item discussed at the ABC Committee meeting. Issue Board need to be aware of

Issues Board are required to discuss or decide upon.

Minutes will be ratified at the following ABC Committee meeting and included for information at the next available Board meeting.

Signed: Chairperson of the Board of Directors Date:

Signed: Chairperson of the ABC Sub Committee Date: