

# Committee Terms of Reference

The work of the Nova Scotia Trails Federation is carried out by its board and staff as well as by committees, project teams and task groups. These are typically working groups. Reliance on them is important in increasing our capacity and utilizing the breadth and depth of our member experience and expertise.

Committees may be composed entirely of director members or a combination of director - members and non-director members. The members will be appointed or confirmed by the Board. No committee shall operate without at least one director member. All committee members may vote on any committee decision.

No committee shall operate without written terms of reference. The terms of reference shall outline the committee's:

- Overall purpose or goals
- Specific outcomes to be achieved
- Size, membership and composition
- Authority to make decisions, take action, or recommend
- Expected frequency, length and types of meetings
- Consultation plans (if the group wishes to consult NSTF members more widely)
- Time frame for completing work
- Board reporting expectations
- NSTF or other staff support requirements