**Terms of Reference　For**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) Committee**

# Purposes.

These Terms of Reference (“Terms of Reference”) define the necessary provisions for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) Committee (“Committee”), established to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (purposes), and also established pursuant to Section 2.4.6: Committees of the Policies, Rules & Procedures (“PRP”) of Okinawa Institute of Science and Technology School Corporation (“OIST”).

# Establishment, etc.

The Committee is hereby established by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (department, division, section, etc.), and administered by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Duties/Activities.

The duties and/or activities of the Committee shall be the following: (Please list the duties/activities below. What the Committee will decide, if the Committee just responds to the questions, what tasks the Committee will be in charge, etc. Please describe the details as clearly as possible.)

## XXXXXXXXXXXXXXXXXXXX

## YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY

# Committee Members. (Please add as necessary.)

1. The members of the Committee (“Member” or “Members”) shall be consisted of the following: or The President shall appoint the members of the Committee.

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1. The term of the Members shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the Members can be re-selected.
2. President/CEO has the power to dismiss the Member(s) on his/her own discretion.

# Chairperson, Secretary, etc. (If the Committee needs additional positions other than a chairperson and a secretary, please add them.)

A chairperson (“Chairperson”) and a secretary (“Secretary”) shall be elected from the Members by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (by whom, or method, etc.)

# Administration/Management.

1. A meeting of the Committee shall be held \_\_\_\_\_ times \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (period e.g. annually, biannually, monthly, etc.). Notwithstanding the foregoing, a special meeting may be held as needed.
2. The Chairperson shall call meetings and become a chair of the meetings of the Committee.
3. The Secretary shall take minutes of the meetings of the Committee.
4. If the Chairperson and/or the Secretary are/is not available to attend a meeting or meetings for any reason whatsoever, a Member or Members, who has/have been appointed by the Chairperson, shall take over the duties of the unavailable officer(s).
5. A quorum shall consist of the Chairperson, the Secretary and \_\_\_\_\_\_\_ (number) of Member(s).
6. The decisions of matters presented/discussed at a meeting shall be carried \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (by a majority, unanimously, etc.)

# Minutes.

Minutes of a meeting shall be taken by the Secretary, and shall be circulated and approved \_\_\_\_\_\_\_\_\_\_\_\_ (by majority, unanimously, etc.) in the sequential meeting. The approved minutes shall be filed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (and posted in the internal webpage, etc.). Minutes shall be kept for the period of 5years.

# Amendments/Cancellation.

Any amendment, revision, or cancellation of the Terms of Reference shall be approved through OIST’s Document Management System (“DMS”) by the same approvers and consultations of the DMS of the Terms of Reference.

# Supplementary Provision Effective Date.

The effective date of the Terms of Reference shall be Month dd, Year.

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**Note :**

* The red letters in this template/example show what we would like to think or examples.
* The highlighted and underlined parts should be filled out by the drafter.
* The red letters, the highlighted and the underlines should be deleted before you finalize the document.

This is just a template/example, and you can draft it depending on the purposes, duties and activities of the committee.