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Many Hands Make Light Work (Episode 8)

Delegation, not abdication. The Committee can delegate powers to a Subcommittee. It cannot hand over its responsibilities. Ultimate accountability always rests with the full Committee. A Subcommittee only has the powers the Committee has explicitly given it — nothing more. Ideally, the Subcommittee Chair will be a Portfolio Leader.

[Name of Subcommittee]

Role	[Two-line summary of the Subcommittee's role]
Tasks	<ul style="list-style-type: none">Use statements beginning with a verb, for example: Develop / Identify / Plan / Liaise / Organise / CoordinateMake recommendations to the Committee
Reports to	Each Committee meeting
Reports how	Subcommittee Chair provides a brief written report (and attachments if required) to the Secretary the [insert day of week] before each Committee meeting, to be included in the Agenda
Links to other documents/plans	[Strategic Plan / Operational Plan + other relevant documents]
Membership	<ul style="list-style-type: none">Subcommittee Chair — [name][Member names] <p><i>Note — all members are appointed by the Committee. At least one person must be a member of the Committee.</i></p>
Subcommittee Chair's contact details	<ul style="list-style-type: none">Phone [XXX]Email [XXX]
Knowledge & skills required by members	[List relevant knowledge, experience or skills]
Quorum for decisions	[Half of the number of] members [or no independent decisions — recommendations to the Committee only]
Key dates	[List any relevant deadlines or reporting dates]
Meetings	Meetings shall be held [frequency] at [time] at [venue] [or as decided]
Budget lines	[List any budget lines the Subcommittee is responsible for]
Delegated authorities	[List what the Subcommittee is authorised to decide or act on independently]
Other	[Any other relevant information]

Approved by the Committee on [XX/XX/XX].

Due for review on [XX/XX/XX].