

**SAMPLE** (please remove “instructions” within)

## **Terms of Reference for [Insert school name here] School Improvement Team**

### **1. Mandate/Purpose**

Outline the primary purpose of the committee. For example:

*“The primary mandate of the School Improvement Team (SIT) is to advise the principal on the development, implementation, resourcing and communication of the school improvement plan.”*

### **2. Membership**

List the members of the committee and their various roles. For example:

- *The principal (chair)*
- *Vice-principal*
- *Two teachers from each grade level (6)*
- *One learning services teacher (1)*
- *Two support staff representative (2)*
- *Two parents representing the PAC (2)*
- *Others as needed*

### **3. Relationships**

Describe the formal or informal relationships that exist on the committee with its members. For example:

*“Under the guidance of the principal, the SIT works collaboratively to support the development and implementation of the school improvement. SIT members are encouraged to report progress of the committee to their respective constituents. Committee members will collaboratively establish roles in keeping with the mandate.”*

### **4. Organization**

Outline the structural details of the committee’s functions: *For example:*

*The committee will meet monthly. Agendas will be created by the chair and distributed a week prior. Other roles (e.g. secretary, web editor, etc.) will be determined collaboratively.*

### **5. Decision Making**

Outline how the committee will make its decisions. For example:

*“The SIT has no formal authority, but will make recommendations for fulfilling its mandate on the basis of consensus.”*