

## **Summary Terms of Reference Dóchas Working Groups**

(For the full TOR, see the Dóchas Governance & Procedures Manual)

1. The Working Groups are established by and responsible to the Board, and in between meetings to the Director, but are encouraged to take initiatives and to make proposals as they see fit.
2. Any proposal or project emanating from a working group is undertaken in the name of Dóchas in general rather than of a particular working group.
3. Each Working Group is asked to submit an annual plan and timetables to the Board for discussion and approval, and to cost any proposals which are likely to involve expenditure.
4. Membership of any or all working groups is open to each member agency. Member agencies are simply asked to notify the Dóchas secretariat in writing of the name (or names) of those they wish to represent them in each Working Group.
5. Each Working Group is in principle established for three years, and this may be renewable subject to review by the Board. However, from time to time, the Board may establish Working Groups for shorter periods to carry out specific functions or projects.
6. Each Working Group elects a Chair, Vice-chair and treasurer annually, and will also appoint a recording secretary at each meeting.
7. Each WG reports orally to the Director who will keep the Board up to date on WG activities.
8. Participation of non-agency persons: Each WG is free, following consultation with and approval of the Director, to invite someone who is not a member of or associated with a member agency, to participate in the Working Group.