Youth Development Project of the Diocese of London

T2 – Steering group – sample terms of reference

The purpose of a steering group is to guide and advise a project as it develops. It can be formed in addition to the management committee but should not replace the management committee. It can be formed to guide a specific piece of work and can be made up of different members to the management group.

This document sets out a sample ‘terms of reference’ for a steering group.

Name of group                Date this document is agreed

Project aims

List the aims of the project

Role of the group

For example:

- To support the overall aims of the [insert name of project]
- To act in an advisory and support capacity for [project] in relation to relevant and current issues related to working with young people linked with youth work, youth ministry and youth provision provided by churches.
- To support the [project] in developing relationships with key individuals/agencies that have been identified by this group.
- Report to the Management Committee
Membership of the group

List the individuals who make up the group and their roles

Activities of the group

- How often will the group meet?
- How long will meetings aim to last?
- Where will the group meet?
- Who will facilitate/chair the group?
- Who will take minutes and be responsible for distributing them?
- Who will report to the management committee?

Rules of the group

For Example:
- Regular attendance is expected
- Rotation of roles e.g. chair and minute taker
- Ground Rule Do’s and Don’t