**[ Name of Committee ]**

**Terms of Reference**

**Land Acknowledgement**

We acknowledge the land on which the Faculty of Medicine operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

**[ Committee ] Statement**

[ Brief statement of the goals of the committee. ]

**Type of Committee**

The [ Name of ] committee is an [ type: e.g., advocacy, advisory, selection … ] committee.

**Purpose of the Committee**

[ Statement of the purpose of the Committee and a list of its goals. ]

**[[1]](#footnote-2)** LMP follows the definitions of equity, diversity, and inclusion as written in the Department of Laboratory Medicine & Pathobiology’s “Guidelines: Incorporation of Equity, Diversity, and Inclusion Principles and Practices in Department of Laboratory Medicine & Pathobiology Committees” LMP follows the definitions of equity, diversity, and inclusion as written in the Department of Laboratory Medicine & Pathobiology’s “Guidelines: Incorporation of Equity, Diversity, and Inclusion Principles and Practices in Department of Laboratory Medicine & Pathobiology Committees” (<https://lmp.utoronto.ca/sites/default/files/assets/files/lmp-edi-guidelines-committees-may-25-2022.pdf>).

**Committee Membership**

Composition of the [ name of Committee ] will be as follows:

[ Insert Table that lists categories of membership ]

[ Describe the composition of the Committee.

Identify who will be the Chair of this committee.

What are the qualification needed for committee membership.

Which communities within LMP is the membership drawn from.

How the membership is maintained. ]

**Committee Member Terms, Selection Criteria, and Responsibilities**

[ Details of (1) terms, (2) selection criteria and (3) responsibilities of committee members. ]

**Reporting Structure**

[ Outline of who the Committee reports to and how its activities are communicated to the rest of the LMP community. ]

**Meetings**

[ Outline of meeting schedule (e.g., monthly, quarterly, ad hoc …). How will materials be distributed? How will meeting be conducted (in person, online, …)? What is the quorum. Will minutes be kept, and if so how will they be approved? ]

**Recognition**

[ Identify mechanisms that will be used to recognize the contributions of the Committee members. ]

**Summary of Review and Amendments**

[ Outline how The Terms of Reference for this committee will be reviewed. ]

Version: [ Add date of most recent change. ]

1. [↑](#footnote-ref-2)