

Quality Committee — Terms of Reference (Template)

Use one copy of this template per committee (Board Quality, Executive Quality, Operational Quality, and each standing domain committee). Complete every field before the first meeting.

Committee identity

Committee name

Accountable to (parent committee)

Chair / deputy chair

Secretariat

Purpose

State, in one or two sentences, what this committee exists to assure or improve and the part of the system it covers.

Duties

- Review the agreed scorecard and exception reports each meeting
- Commission, monitor and close improvement actions
- Escalate risks that exceed its authority to the parent committee
- Assure compliance with relevant standards and policies
- Receive patient/staff voice and incident learning relevant to its scope

Membership & quorum

Core members (roles, not names)

Standing attendees

Quorum

----- e.g. chair + 50% of members

Operating rhythm

| Item | Standard |
|--------------------------|--|
| Frequency | [monthly / quarterly] |
| Agenda issued | [5 working days before] |
| Papers issued | [3 working days before] |
| Minutes & actions issued | [within 5 working days] |
| Decision rights | [what this committee may decide vs. recommend] |

Reporting

This committee reports a summary of decisions, risks and assurance to its parent committee after each meeting, and provides an annual effectiveness review.

Note · A committee with no decision rights and no scorecard is a meeting, not a governance body. Make both explicit.

Template provided by Ruavira Collective Inc. — Healthcare Quality Consulting · ruavira.org. Adapt freely for use within your organisation. This is a starting template, not a substitute for tailored advice.