



Information Sheet

Terms of Reference

A Terms of Reference is a guiding tool that defines the purpose and structure of a Network and provides vital information about its operations such as roles and responsibilities, membership, and meeting schedule.

There are two [templates](#) provided to support an Early Years Network develop a Terms of Reference. The suggested headings and content are not intended to be prescriptive but are proposed as a guide.

Developing a Terms of Reference is a useful step when an Early Years Network is being established or re-established. It is suggested that the Terms of Reference be reviewed every 1-2 years.

More information

To find out more about Early Years Networks, please visit our website or contact:

- **Web:** www.communities.wa.gov.au
- **Email:** EY@communities.wa.gov.au
- **Phone:** 0478 962 339 or 0481 061 924

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