

Terms of Reference Skills & Events Committee

Name Skills & Events Committee

Purpose To provide oversight of the SWI's programme of events and education opportunities, and to promote interest and encourage participation in further education, the arts, and Scotland's heritage and culture throughout the membership.

1 The Committee shall be responsible for:

1.1 Overseeing the charity's events and competitions

- 1.1.1 Working with SWI staff to plan a programme of events which encourage lifelong learning and active lifestyles, whether in-person or online.
- 1.1.2 Working with SWI staff to ensure the smooth running of all events.
- 1.1.3 Ensuring that all in-person events and competitions are budgeted for.
- 1.1.4 Reviewing all post event analysis.
- 1.1.5 Reviewing the financial viability of all events on an annual basis.
- 1.1.6 Promoting interest and encouraging participation in further education, the arts, and Scotland's heritage and culture throughout the membership.

1.2 Overseeing the SWI education programme

- 1.2.1 Working with SWI staff to plan a programme of training, classes and schools which meet members' needs, whether in-person or online.
- 1.2.2 Working with SWI staff to ensure the smooth running of all events.
- 1.2.3 Working with SWI staff to ensure the proficiency certificate programme meets members' needs.
- 1.2.4 Reviewing all post event analysis.
- 1.2.5 Ensuring that all in-person events and competitions are budgeted for.
- 1.2.6 Considering all relevant education and training as deemed appropriate
- 1.2.7 Maintaining a high standard in design, craftsmanship and judging.
- 1.2.8 Ensuring that judges are competent and that their skills are relevant and up to date.
- 1.2.9 Reviewing the financial viability of all events on an annual basis.

1.3 Overseeing the Evelyn Baxter class programme

- 1.3.1 Working with SWI staff to create an attractive and inclusive theme for the Evelyn Baxter programme each year.
- 1.3.2 Working with SWI staff to source tutors and create training opportunities for scholars.
- 1.3.3 Liaising with Federations to promote Evelyn Baxter classes as a flagship of the SWI education programme.
- 1.3.4 Reviewing all post event analysis to ensure classes meet members' needs.
- 1.3.5 Organising Institute links and friendships.

1.4 Promoting international relations

1.4.1 Advancing SWI's association with international bodies and like-minded organisations.

1.4.2 Encouraging international exchange.

2. Structure and Composition

2.1. The Committee shall be composed of member representatives who will be interviewed and selected by members of the Board of Trustees. The Committee may also include the National Office Bearers who will be ex-officio without voting powers. The CEO may also sit on the Committee without voting powers.

2.2 From the elected representatives, a Convenor and Vice Convenor will be elected. The Committee will be able to appoint a Sub-Committee as and when required. Membership of the Committee can be for a three-year term.

2.3 The quorum for Skills & Events Committee meetings is five members, one of whom must be a National Office Bearer.

2.4 Members of the Skills & Events Committee and Committee convenors have the automatic right to vote. National Office Bearers are ex-officio and with voting rights.

3. Appointment Process

3.1. In the absence of the Honorary Treasurer and the Vice Convenor, the remaining members present shall elect one of themselves to chair the meeting.

3.2 From the elected representatives, a Convenor and Vice Convenor will be elected. The Committee will be able to appoint a Sub-Committee as and when required. Membership of the Committee can be for a three-year term.

3.3 Members of the Committee will be expected to attend each Committee meeting unless prior notice of non-attendance is conveyed.

4. Meetings and proceedings

4.1. The Committee shall meet twice a year immediately preceding the Board of Trustees meeting(s) and at such other times to ensure the smooth workings of the Committee.

4.2. The frequency of meetings shall be reviewed and agreed by the Board of Trustees.

4.3 The SWI executive team has an open invitation to all Committee meetings.

4.4 The Convenor of the Skills & Events Committee will report to the Board following each Committee meeting on its duties and responsibilities.

4.5 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

4.6 The minutes of each Skills & Events Committee meeting shall be made available to the Board.

5 Roles and responsibilities

5.1 A member of staff assigned to an action will ensure the decisions of the Committee are acted upon and shall ensure that all agenda papers and minutes are distributed in advance of any meeting.

5.2 The Convenor will ensure the smooth running of the Committee and that the Committee adheres to its purposes.

5.3 Each Committee member has a responsibility to report to their Federation representatives within their geographical area after each meeting.

6 Reporting process and accountability

6.1 The Convenor, or in her absence the Vice Convenor, will provide a report to the Board of Trustees on the Committee's activities in the period prior to the Board meeting. Additionally, she will attend the AGM and provide a full report on the activities of the Committee during the relevant year.

7 Financial control / expenses

7.1 Financially, the Committee is accountable to the Board. Expenses incurred by the elected Committee representatives will be paid by headquarters within the limits set and on production of a receipt.

5.2 For those members whose home Federation requires a flight and/or ferry journey, reasonable expenses will be paid by Headquarters.

Review

The Terms of Reference will be reviewed on an annual basis to ensure that they reflect the work of the Committee.

Last updated May 2024

