



## Terms of Reference Handcrafts and Homeskills Committee

Scottish Women's Institutes

**Name:** Handcrafts and Homeskills Committee

### **Purpose**

**The committee shall be responsible for:**

- all matters pertaining to Handcrafts and Homeskills
- homeskills to include garden produce and floral art
- maintaining a high standard in design, craftsmanship and judging
- the organisation of the Handcrafts and Homeskills proficiency certificate programme, classes, schools and competitions
- the organisation of the Handcrafts and Homeskills conference held once every three years
- appointing national judges for a three year period
- ensuring that judges are competent and that their skills are relevant and up to date.

### **Financial Control**

Financially, the committee is accountable to the Board. Expenses incurred by the elected Nomination Committee Reps will be paid by Headquarters. For those reps whose home Federation requires a flight and/or ferry journey, reasonable expenses will be paid by Headquarters.

### **Structure and composition/Membership**

The committee shall be composed of 12 area representatives i.e. two from each area. The committee will also include the National Office Bearers who will be ex-officio without voting powers. The CEO will also sit on the committee without voting powers.

From the elected area 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.

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

### **Meetings and Proceedings**

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

### **Roles and Responsibilities**

The Handcrafts and Homeskills Committee Secretary 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.

The convenor will ensure the smooth running of the committee and that the committee adheres to its purposes.

### **Reporting Process/Accountability**

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.

### **Review**

The terms of reference will be reviewed on an annual basis to ensure that they reflect the work of the committee.