

## **Terms of Reference – Skills & Events Committee**

### **1. Purpose**

The Skills & Events Committee is a standing committee reporting directly to the Board. Its purpose is to oversee SWI's programme of events and education, including competitions, lifelong learning opportunities, arts and cultural engagement, and heritage. The Committee ensures these activities are accessible, relevant, and financially sustainable while promoting participation and supporting continuous skills development among members.

### **2. Delegated Authority**

The Committee operates in an advisory and oversight capacity. It does not have executive authority to deliver events or enter contracts. Delivery is managed by SWI staff under the Chief Executive. Recommendations requiring action or financial approval are referred to by the Board.

### **3. Remit and Responsibilities**

Programme of Events and Competitions including:

- Provide oversight of SWI events, competitions, and programme planning
- Collaborate with staff to plan a calendar of in-person and online events
- Ensure all in-person events are budgeted in advance
- Review post-event evaluations to assess impact and member satisfaction
- Monitor financial viability and recommend improvements
- Oversee SWI's education programme, including training, classes, and schools
- Support the continued development and quality of the SWIFTS skills programme
- Promote high standards of design, craftsmanship, and judging
- Ensure judges' skills remain current and relevant
- Explore emerging areas of educational interest based on member needs
- Oversee Evelyn Baxter Scholarship Programme
- Work with staff to identify expert tutors and opportunities for scholars
- Champion Federation participation
- Support development of international connections with like-minded organisations
- Promote Institute-level friendship and community links

### **4. Membership**

The Committee will normally comprise:

- A Convenor and Vice-Convenor (elected from within the Committee)
- National Office Bearers (ex officio, with full voting rights)
- Member representatives selected through a Board-led interview process
- The CEO and events staff (ex officio, without voting rights)

- A quorum is five members, including at least one National Office Bearer. Members serve three-year terms, renewable with Board approval. Sub-committees may be established as required.

### **5. Frequency of Meetings**

The Committee will meet at least four-six times per year. Additional meetings or sub-committees may be convened to ensure effective oversight. Meetings will be reviewed annually.

### **6. Reporting**

The Committee reports to the Board through:

- Attendance and presentations at the SWI Annual General Meeting
- Submission of meeting minutes
- Recommendations on activities or finances requiring Board action
- Committee members are responsible for reporting back to Federations in their area. Events staff act as Secretary to the Committee.

### **7. Roles and Responsibilities**

- Staff ensure implementation of events, actions and distribution of papers/minutes
- The Convenor chairs meetings and ensures the remit is fulfilled
- In the absence of both Convenor and Vice-Convenor, members present elect a chair

### **8. Financial Control / Expenses**

The Committee is accountable to the Board on all financial matters. Expenses incurred by members will be reimbursed by Central Office within approved limits upon submission of receipts.

### **9. Review of Terms of Reference**

Approved by the Skills & Events Committee in July 2025 and by the Board in August 2025.

Next review due no later than July 2026.