



Governance Subcommittee: Terms of Reference

This document sets out the Terms of Reference for the constitution and objectives of the Essex Beekeepers' Association (EBKA) Governance Subcommittee (GSC).

1. Constitution

- a. The GSC shall comprise a Secretary, a Chair and a minimum of two trustees.
- b. The Chair is to be appointed by the Trustees of the EBKA, or approval obtained for a rotating Chair.
- c. No meeting of the Governance Committee shall take place without a Chair in attendance or a minimum of three members. In the absence of the appointed Chair, members attending may vote in an acting Chair by simple vote of the members attending.
- d. GSC meetings shall be minuted and the minutes circulated to EBKA Trustees and delegates.

2. Objectives and Responsibilities

The objectives and responsibilities of the GSC shall be as follows:

- a. To identify legislative and other regulations relevant to EBKA and its activities and to give advice to the Trustees as to the requirements of such regulations .
- b. To draft policies and procedures to comply with such regulations and with such other matters as are appropriate to the orderly conduct of the Association.
- c. To present draft policies and procedures to the Trustees for discussion and final approval and adoption by EBKA.
- d. To carry out such other procedural or regulatory matters as requested by the EBKA Trustees.
- e. The GSC will use skills and experience available in the Divisions and elsewhere to assist with the preparation of policies and procedures.
- f. The GSC will support and assist with the training of newly appointed trustees and other EBKA volunteers.
- g. The GSC will have no power to authorise any expenditure.