



## **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 and GSC members will be noted and approved by the CEC.
- c. If no Chair is appointed, chairing can occur in rotation.
- d. 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.
- e. 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. Assistance with the preparation of policies and procedures will be sought from others with skills and experience, with reference to the CEC.
- 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.

**Date of Review: 21 March 2023**