



Draft EBKA Annual Honey Show: Terms of Reference

1. Aims and Objectives

- a. The Annual Honey Show is a county-wide event where members of the EBKA promote and further the craft of beekeeping to the public. **at which the Show Committee encourages members of EBKA to:**
 - promote and further the craft of beekeeping to the public
 - demonstrate the skills of EBKA members in the production and display of apicultural exhibits
- b. ~~Assess the skills of EBKA members in the production of entries in connection with apiculture, and the awarding of prizes.~~
- c. The Show is to be held at a suitable venue of a large agricultural/farming/country event in the County of Essex ~~around late Summer/early autumn.~~
- d. The venue is to be proposed by members of the Show Committee and agreed at a CEC meeting.
- e. All Essex divisions should be involved, where possible, as an all inclusive event.

2. Reports to and receives authority from

The EBKA CEC has delegated to the Show Committee (as shown below) the responsibility for organising and running the Essex Annual Honey Show **and for reporting to the CEC at key stages.**

3. Show Committee

- a. The Show Committee shall comprise a ~~Chair, Secretary, Treasurer, Show Steward and ideally~~ members representing each of the Divisions. **Other members may be those with particular skills or knowledge.**
- b. It would be beneficial for at least one member of the Show Committee to be a CEC Trustee or County Officer.
- c. ~~With the exception of The Show Secretary (who is a CEC appointment whose election is provided for by Rule 78c, elected individually at the EBKA AGM and who attends relevant CEC meetings. committee members are invited to join who have particular skills and who would represent each Division.~~
- d. The roles of a **Chair (if appointed)** and the **Treasurer and Show Steward** shall be agreed by the committee members and reported to the CEC.



- e. The Show Committee is responsible for compliance with **all EBKA policies, particularly the EBKA Finance Policy, Health & Safety Policy, Privacy Policy, Safeguarding, and all other relevant legislation. The Show Committee to seek guidance from the CEC if needs be.**
- f. **The intellectual rights of any programs/software generated by, or on behalf of the Show Committee, to remain the property of the EBKA**

4. Financial

- a. The Show Committee shall hold a separate bank account. The Treasurer, Chair, Secretary and a committee member **two EBKA members** shall have signing powers on this account. **The signatories wherever possible should not be from the same Division.**
- b. All payments from this account require authorisation of two of the signatories noted above.
- c. **Before the EBKA financial year end, detailed accounts, that have been independently examined, will be presented to the CEC via the County Treasurer. The Show Secretary and Treasurer shall assess the financial requirements of the forthcoming show and these requirements presented to the CEC no later than the May CEC meeting.**
- d. The CEC **has agreed at their meeting of 26 January 2017** to fund the Show Committee's bank account annually from central funds **by an amount agreed by the Trustees.**
- e. Each year the Show Committee will submit to the CEC a **financial plan or income/expenditure budget proposal for approval** and County Treasurer accounts that have been independently examined.
- f. **A financial review of the Show should take place at the November CEC meeting.**
- g. Any balance held in the Show Committee's bank account following the Show, having accounted for all income and the payment of disbursements, may be held in that account or, if requested by the CEC, transferred to central funds.
- h. **The level of the funding from central funds should be reviewed from time to time as to its adequacy and agreed by the CEC and Show Committee.**
- i. **The prices charged for honey and other products at the Show are to be agreed by members of the Show Committee and the prize money for various entry classes are to be agreed by members of the Show Committee will be subject to review, from time to time, by the Show Committee and recommended annually to the CEC.**

5. General

The Show Committee will adhere to all regulations or restrictions that are applicable at the time of the Show.

