

# Write By The Sea Committee – Terms of Reference



## Committee Name

The Write By The Sea Committee (WBTS Committee).

## Committee Type

The WBTS Committee is a 'standing' or permanent sub-committee of the Kilmore Quay Community Development Association (KQCDA).

## Purpose

To organise and stage the annual Write By The Sea Literary Festival in Kilmore Quay (The Festival) and associated events.

## Scope and Reporting

Acting under the auspices of the KQCDA and reporting to the Board of Directors of KQCDA, the WBTS Committee will be responsible for:

- Scheduling, planning and organising The Festival.
- Engaging writers and presenters.
- Sourcing funding – through festival sponsorship, fund-raising events and grant applications.
- Showcasing the Stella Maris Centre as a community and tourist amenity during The Festival.
- Promoting Kilmore Quay and its environs through the activities of The Festival.
- Promoting local businesses and using the services of local suppliers where possible.
- Working in collaboration with other KQCDA groups as appropriate, to ensure the success of The Festival, and in keeping with the KQCDA strategic plan.

## Authority

The WBTS Committee will have powers to make decisions relating to The Festival, such as: Setting the date and format of The Festival; selecting writers and presenters; agreeing fees for writers, presenters and suppliers; setting ticket prices; running associated competitions and events and generating funds, sponsorship and publicity for The Festival.

By prior arrangement with KQCDA the facilities of the Stella Maris Centre will be made available to the WBTS Committee for Committee meetings and the annual staging of The Festival. The room hire rates (if any) and the terms and conditions of staging The Festival will be agreed with KQCDA at the time of booking.

The WBTS Committee will be responsible for ensuring that it adheres to the Health and Safety requirements and standards of the KQCDA as outlined in the KQCDA Health and Safety Policy in relation to staging The Festival and attending meetings and events in the Stella Maris Centre.

## Finance

The WBTS Committee will be responsible for accounting for all festival income and expenditure and will present statements of Income and Expenditure in accordance with the standards stipulated by the KQCDA Board. The WBTS Banking Policy details all banking policies and procedures.

## **Committee Membership**

The WBTS Committee will consist of a maximum of 12 voluntary committee members. It will be the responsibility of WBTS to recruit committee members with the relevant skills to ensure the proper functioning of The Festival.

New voluntary committee members may be nominated by any committee member at any time in the festival year and must be unanimously approved by the existing committee members.

The Officers of The Committee will include the Chairperson, the Treasurer, and the Secretary. The roles and responsibilities of the Officers and committee members are outlined in the WBTS Job Descriptions document which is circulated to all committee members and is available in the WBTS Dropbox. The roles may be amended or updated at any time, by committee consensus.

The Chair and the Committee members may serve for a maximum period of four years after which time they must resign. If they wish to continue to serve WBTS they may put themselves forward for re-appointment.

Any committee member who has served a four-year term will receive a free weekend ticket to attend the WBTS festival in the year following their resignation. It should be noted however, that this facility is a privilege and not an entitlement and may be reviewed and revised at the discretion of The Committee.

## **Sub-Committees and Ad-hoc working groups**

At the discretion of the committee, sub-committees and ad-hoc working groups may be formed to work on designated aspects of The Festival or on special projects. Sub-committees and ad-hoc working groups should ideally be chaired by a WBTS committee member and the scope of their responsibilities should be clearly outlined by the WBTS Committee.

## **Meeting Arrangements**

Monthly meetings are held on the second Wednesday of each month at 16:00. The meeting location is the Stella Maris Centre. In the three months before The Festival, meetings may be held on a more frequent basis, by consensus and at the discretion of the Chair.

The Secretary is responsible for preparing the meeting agenda for the Chairperson's approval and for circulating the agenda by email at least three days before the meeting. Any committee member may include an item to be discussed at that meeting under the AOB section of the agenda. If time does not allow for discussion of that item, it will be included on the agenda for the following meeting. Other urgent matters may be raised under AOB at the meeting but may be deferred for discussion at a later meeting at the discretion of the Chairperson.

The secretary will prepare and distribute meeting minutes by email within seven days of committee meetings.

## **Decision-making Authority at and Between Meetings**

For the purposes of decision making at meetings, the quorum is 50% of the committee membership. Decisions will be made by consensus if at all possible, if not, a simple majority of committee members present.

In the unlikely event that time-pressure dictate that decisions must be made between committee meetings, or where evolving situations dictate that a decision which has been made

and minuted at a previous meeting should be changed, the Chairperson will consult the committee members (by WhatsApp or Zoom and follow-up with an email with relevant attachments), or call an emergency meeting, and the matter will be decided by a simple majority of committee members. The Chair will then notify committee members of the new or amended decision (by phone, WhatsApp, text or email) and the Secretary will record the details of the decision in the ***Correspondence and Matters Arising*** section of minutes of the following meeting.

## **Volunteer Rights and Responsibilities**

WBTS values the contribution of all of our volunteers. In carrying out their designated responsibilities, volunteers have a right to:

- be treated in a respectful and dignified way by fellow volunteers, festival suppliers, attendees and artists;
- information on health and safety to secure their safety and welfare while working on behalf of The Festival;
- reimbursement of reasonable and agreed out-of-pocket expenses in accordance with the WBTS Expenses Policy; and
- recognition for giving generously of their free time.

## **Ethical Behaviour**

When representing WBTS at meetings, conferences, training and events, or during the staging of The Festival, committee members and volunteers are expected to act in the interests of WBTS at all times. This includes:

- Disclosing to the Chairperson, any private interest that could be in conflict with their WBTS responsibilities and The Festival's interests.
- Working with fellow volunteers, festival suppliers, attendees and artists in a professional way.
- Observing health and safety standards.
- Using WBTS funds and resources prudently.
- Refraining from speaking on behalf of The Festival or providing information or statements to the press or public agencies unless authorised by WBTS to do so.
- Upholding the privacy and confidentiality of all sensitive WBTS information.
- Never seeking or accepting any payment, gifts, benefit, inducement, bribe, or offer of hospitality that is intended, or that could be reasonably perceived to be intended to influence any decision of The Festival.

## **Annual Review**

Requirements or other circumstances can change over time and it will be necessary to periodically review the Terms of Reference of the WBTS Committee to ensure that we are following best practice.

WBTS aims to conduct an annual review of all aspects of the organising and staging of The Festival and this review should take place between 1<sup>st</sup> of October and the 31<sup>st</sup> of December each year.