

# Dengie Hundred and Maldon Beekeepers [DMBKA]

## Committee Terms of Reference

### Reports to/ receives authority from:

The Essex Beekeeping Association [EBKA] operates through Divisions covering the County of Essex as defined in 1880. The Dengie Hundred and Maldon Beekeepers [DMBKA] is one of the Divisions of the Essex Beekeeping Association. The management of the DMBKA will follow the rules of the EBKA, specifically items 17 through to 21.

### Objective of the Committee:

The aim of the EBKA is to promote and further the craft of beekeeping. The objective of the DMBKA management committee is to support the EBKA aims by:

1. Providing a focal point for members of the EBKA located within the Division
2. To provide a two way communication process between the EBKA Central Executive Committee [CEC] and members of the Division
3. To attract and teach beekeeping to new members
4. To promote the understanding of bees and beekeeping to the general public
5. To manage the assets and funds of the Division and provide financial returns in accordance with the requirements of the Treasurer of the EBKA

All these objectives will be undertaken in accordance with EBKA rules, protocols and policies. [Note: where no EBKA rules or policies exist the DMBKA will look to create their own policies using BBKA and other county association's policies and guidance notes as the basis of best practice. These new policies will be presented to membership for approval].

### Membership

#### *Voting members*

The Committee comprises of the following voting members that is updated following the January AGM:

- Chairman\*
- Trustee\*
- Secretary\*
- Treasurer\*
- Apiary Manager [Arcadia]
- Apiary Manager [Carters]
- Apiary Manger [Folly]
- Newsletter Editor
- Committee
- Committee

#### *Non-voting member*

- Honorary President
- \* Required position as per Rules of Essex Beepers Association.

### Appointment of members

Members of the Committee are agreed at the Division's AGM held in January of each year.

Should any member be unable to carry out his or her duties, another Officer may be appointed by the Committee to hold office until the next election.

### **Frequency of meetings and quorum**

The Committee shall meet not less than eight times in each year. A quorum at each meeting shall be four members including two executive members.

### **Decision Making**

Decisions will be made by consensus and recorded in the minutes of the meeting.

### **Inputs**

1. At a minimum an agenda and previous meetings minutes will be issued by the secretary.
2. Each DMBKA policy will be reviewed on an annual basis.
3. A risk assessment will be undertaken each year to review the key risks associated with the processes and procedures undertaken by the committee and to agree the divisions risk appetite
4. Risk Assessments should be undertaken for each show/meeting/school visit on an ongoing basis
5. On a quarterly basis the Treasurer will provide Balanced Scorecard results to allow the committee to focus on the controls and performance of the Division.
6. Record of Meetings
7. Minutes will be taken and distributed by the Secretary. Agendas will be compiled by the Secretary in consultation with the Chair and the Trustee.
8. Agendas and minutes will be distributed within one week prior to the meeting. Minutes will be distributed within one week of the meeting.

### **Review**

See Appendix 3

## **Appendix 1 – Roles and responsibilities**

### **Chairman**

The chairman's primary role is to ensure that the committee is effective in its tasks of setting and implementing the Divisions objectives. The essential tasks of a chairman are as follows:

- providing leadership to the committee
- taking responsibility for the committee composition and development [within the requirements set by EBKA]
- ensuring proper information for the committee
- planning and conducting committee meetings effectively [use casting vote when necessary]
- getting all committee members are involved in the committee's work
- ensuring the committee focuses on its key tasks
- engaging the committee in assessing and improving its performance
- overseeing the induction and development of committee members
- provide an annual report to the members at the DMBKA Annual General Meeting [AGM]

### **Trustee**

The Divisional appointee who represents DMBKA at Central Executive Committee of the EBKA. Is a voting member of the CEC and as one of the trustees of the EBKA is responsible with the other trustees having the general control and management of the administration of a charity. The following is a copy of EBKA Protocols and Policy document on the role of EBKA Trustees:

EBKA trustees take ultimate responsibility for directing the affairs of EBKA and ensuring that it is solvent, well run, and delivering its stated aim. The Trustees must:

- ensure that EBKA complies with charity law and requirements of the Charity Commission
- ensure EBKA follows its rules and remains true to its aim
- ensure EBKA complies with relevant legislation
- act with integrity and avoid personal conflicts of interest and misuse of charity funds or assets
- use funds reasonably and only to further the EBKA aim
- avoid undertaking activities which might place EBKA funds; assets or reputation at risk

### Secretary

Responsible for :

- Attends and minutes the DMBKA meetings held within division each month.
- Complies and circulates Agendas, Minutes of Meetings
- Acts as liaison between DMBKA and EBKA/BBKA and other county member/non-member Associations
- Receives/sends correspondence, circulates as necessary.
- Manage/update membership lists for various circulation lists/requirements
- Books and confirms speakers/meeting rooms/dates as required
- circulates EBKA The Essex Beekeeper monthly
- circulates DMBKA Newsletter monthly
- liaise with other members of the committee on a range of matters including talks, training

Time line of activities: Appendix 2

### Treasurer

Responsible for:

- collection of annual subscriptions and other income and make payments on behalf of DMBKA as agreed by Committee and keep records of these with an audit trail
- provide regular updates of Divisions finances to committee
- remit payments to EBKA and BDI in accordance with these organisations timescales
- provide regular updates to EBKA membership Secretary of new and lapsed members
- the production of the annual statement of accounts
- present accounts to the DMBKA AGM
- provide information to General Treasurer EBKA so they can complete annual Gift Aid return
- taking the lead for the committee on
  - budgeting and strategic financial planning,
  - financial and management reporting,
  - financial risk assessment and
  - risk management

### Apiary Managers

Responsible for, but not limited to:

- management of divisional apiary
- inspections of hives
- liaison with allotment owners onsite
- liaison with committee on apiary requirements; e.g. provide summary of consumables and equipment for the forthcoming year
- maintenance of hive equipment

- attendance, where possible, at apiary meetings held at divisional apiary
- supervision of other beekeepers whilst on site
- liaison regarding holiday cover for inspections (if required)
- promotion of beekeeping and conservation of bees and other pollinators
- assist with community engagement days including ‘taster’ sessions
- harvesting of honey as required

### Newsletter Editor

Responsible for, but not limited to:

- Produce the monthly newsletter and organise collection of articles and graphics from members and Committee.
- Attend Committee meetings and related events to obtain possible articles/items/photographs for inclusion in newsletter.
- Include details of any up and coming events or items for sale.
- Encourage DMBKA members to write/create for the newsletter and share ideas.
- Adhere to Secretary’s deadline to enable newsletter mailshot to be sent out to members on time.

### Non Committee member role[s]

#### Webmaster, DMBKA

Responsible for, but not limited to:

- Maintenance and updating Association’s website ensuring
- content meets Associations objectives
- diary events updated
- training page updated
- promotion of beekeeping and conservation of bees and other pollinators
- ensure domain renewals are made on time

## Appendix 2 – Annual Schedule for Secretary

### Secretary Duties

#### Monthly Activity Timeline

Time of month	Activity	Notes
1 <sup>st</sup> of month	Send out Members meeting info	Mailchimp
4 <sup>th</sup> of month	Last day for editorial to The Essex Beekeeper	
4 <sup>th</sup> – 28 <sup>th</sup> of month	Editorial for next months Essex Beekeeper	
10 <sup>th</sup> of month	Reminder re members meeting	Mailchimp
	Send out agenda/minutes of last meeting for Committee meeting	
	Send list of monthly meetings to Webmaster and Essex Beekeeper	
15 <sup>th</sup> - 21 <sup>st</sup> of month	Members meeting	
15 <sup>th</sup> – 21 <sup>st</sup> of month	Committee meeting	
21 <sup>st</sup> – 31 <sup>st</sup> of month	The Essex Beekeeper available electronically	Supplied by EBKA Webmaster
28 <sup>th</sup> - 31 <sup>st</sup> of month	Circulate The Essex Beekeeper electronically with Newsletter	Mailchimp

### Activities Yearly Schedule

1. Agenda and Minutes of Committee Meetings record
2. Circulate minutes and Agenda of committee meetings – Gmail
3. The Essex Beekeeper – circulate – Mail chimp
4. Winter Programme - Identify guest speakers – September to April – circulate to Webmaster
5. Summer Programme - Topics - allocate apiary to host – May to August – circulate to Webmaster
6. CEC meetings – circulate to Webmaster and Trustee

Month	Members meeting	Key Tasks
Jan	AGM	Publish all new committee details on website
Feb	Winter	Notify EBKA of new committee Circulate CEC meeting dates and AGM Update Webmaster
March	Winter	Set Winter Programme EBKA AGM
April	Winter	
May	Summer	
June	Summer	Summer BBQ – August – circulate details
July	Summer	
August	Summer – BBQ	
September	Winter	
October	Winter	Decide location/cost for Winter Soiree
November	Winter	Publish details of AGM and ask for nominations – circulate to Webmaster/members
December	Winter – Soiree	Set Summer programme including apiary – provide details to webmaster

### Appendix 3 – Timetable for review of key documents

Committee Terms of reference - *March* updated in January following presentation to AGM ratified by Committee following AGM

Divisional Apiary Policy - *November* updated for Presentation to AGM

Terms of Reference agreed

Signed ..... Print name.....Glenn Mayes .....

RATIFIED [date] ..... March 2018 .....

Proposed: .....Print name: .....

Seconded: .....Print name: .....

Agreed: .....0..... Rejected: .....0..... Abstentions: .....0...