**Terms of Reference for the Fairtrade National Campaigner Committee**

**Relation of the National Campaigner Committee to the Fairtrade Foundation**

1. The National Campaigner Committee (hereafter the NCC) shall be a Member organisation of the Fairtrade Foundation.
2. The purpose of the NCC shall be to represent campaigners and bring a campaigner perspective to the activities of the Fairtrade Foundation.
3. The NCC shall have the same rights as other Member organisations to nominate and elect suitable candidates for positions on the Board of the Fairtrade Foundation.

**The NCC is responsible for:**

1. Advising on the development and implementation of projects and activities directly involving grassroots campaigners, for example, Fairtrade Fortnight and Fairtrade campaigns.
2. Making sure that Fairtrade campaigners can effectively feed into the Foundation’s work, for example in the areas of marketing, commercial partnerships or public sector engagement.
3. Recommending improvements to existing support for campaigners, in addition to new materials, resources and training opportunities.
4. Advising on developments to existing Fairtrade award schemes, including renewal processes, goals and communications.
5. Advising on new campaign areas and activities.
6. Offering experience and advice around Fairtrade campaigns and campaigners to other teams in the Foundation.
7. Sharing best campaigning practice from regional networks to share with other campaigners.

**Composition of the NCC**

1. The NCC shall have members elected in regional elections by campaigners in the twelve Foundation regions of the UK.
2. Each committee member will serve a term of three years and each region hold an election on rotation.
3. There shall be no limit to the number of terms that a committee member may serve, provided that they are elected in their regional election.
4. The NCC shall be empowered to co-opt up to three additional members to ensure as far as possible the representation of the various campaigner stakeholder groups, including Fairtrade Towns, Fairtrade Colleges and Universities, Fairtrade Places of Worship and Fairtrade Schools.

**Operating guidelines**

1. The NCC shall normally meet physically three times each year.
2. The NCC shall elect one of its members to act as Chair. A Deputy Chair may also be elected. A temporary Chair can be elected when the Chair (or Deputy) cannot be present.
3. The NCC shall be serviced by, and minutes of meetings shall be taken by, one of the members of the Fairtrade Foundation’s Campaigns Team.
4. The minutes of meetings shall be confirmed by the Chair and shall be circulated to all members for approval at the next meeting. A summary of the minutes will be uploaded on to the Fairtrade Foundation website.
5. The NCC shall keep the Board of the Fairtrade Foundation informed of its activities and progress by means of the circulation of the minutes of the NCC meetings
6. When a vote is required, each member who is present shall have one vote and the decision shall be by a simple majority. If there is a tied vote, the Chair shall have a casting vote.

**The duties of the Chair**

1. Plan agendas for meetings in consultation with the appropriate members of the Fairtrade Foundation Campaigns Team and with NCC members.
2. Chair and facilitate the meetings.
3. Ensure the effectiveness and efficiency of the NCC.
4. Monitor the implementation of decisions taken by the NCC.
5. Ensure the minutes of meetings are forwarded to the Chair of the Board of the Fairtrade Foundation after each meeting.
6. Attend the Board of the Fairtrade Foundation AGM on behalf of the NCC.

**Responsibilities of members**

1. Members are responsible for liaising with, consulting and reporting to the regions which they represent.
2. Members are expected to observe the relevant Code of Practice for individuals serving on public bodies and act independently from any financial, commercial or political pressures and represent the interests of all the stakeholders in the Fairtrade sector.
3. Members are expected to maintain strict confidentiality with regards to information made available unless indicated otherwise.
4. Members should declare any conflict of interests and should not take part in a vote or debate if there is a conflict of interests.
5. Members are expected to have read the documents prior to the meeting and be familiar with the issues to be discussed.
6. Members are expected to attend at least one meeting in a calendar year. Absences should be notified in advance.
7. Where a member does not fulfill the above responsibilities, they may be asked to leave the committee by the Chair and be replaced.

Version 27/06/19 approved by the NCC