

Terms of Reference for the Powell River Farmers' Institute Seedy Saturday Committee (Draft of Winter 2015)

1. Definitions

For the purposes of this document,

"the Institute" means the Powell River Farmers' Institute;

"the Membership" means the members in good standing of the Institute;

"the Committee" means the Seedy Saturday Committee of the Institute;

"the Board" means the board of directors of the Institute;

"the Event" means the annual Seedy Saturday held on the second Saturday of March each year.

2. Mission statement

The Committee will work to plan and execute an annual event centred on seed-saving and seed-swapping. This Event, Seedy Saturday, has traditionally taken place on the second Saturday of March.

3. Meeting schedule

The Committee will meet monthly from September or October until the event in March, and will have one follow-up meeting to review the Event and make notes for the next year's Event.

In order to facilitate attendance at monthly meetings, the Committee at its first meeting in September or October will set a recurring monthly schedule. The Chair or the Chair's duly appointed delegate will be responsible to communicate any change in the regular schedule to the members of the Committee.

4. Membership and appointment

The membership of the Committee will be no fewer than five and with an upper limit to be determined by the Committee in light of the needs of the event. At all times a majority of the members of the Committee will be members in good standing of the Institute.

The Committee is empowered to appoint and discharge members of the Committee as needed, and will report these changes in Committee membership as set out in section 9 below.

5. Chairing

The Committee will have a Chair to be appointed from within the Committee. The Chair will be a member in good standing of the Institute. Any change in Chair will be reported as set out in section 9 below.

The duties of the Chair will be to ensure that meetings happen on a regular basis, that Committee members are kept informed of all developments pertaining to the Event, and that ongoing progress and concerns are reported to the Membership at general meetings. If the Chair is absent from a meeting of the Committee, s/he will delegate the duties of the Chair to another member of the Committee for that meeting.

6. Quorum and decision-making

Quorum for meetings of the Committee will be the majority of the membership of the Committee.

The Committee will determine whether to work by consensus or voting to make decisions. Traditionally, all decisions have been reached through consensus.

7. Communication within the Committee

Outside of monthly meetings, the Committee will communicate by means of the email list set aside for that purpose (seedysaturday@prfarmers.ca) or by telephone. If necessary, decisions may be made by email, so long as a quorum of Committee members respond to the motion. Quorum for a decision made by email or by any other

method will be as set out in section 6 above. Any Committee member may demand that the motion be referred to a meeting in person, in which case the decision cannot be made until the Committee meets.

8. Record-keeping

At each monthly meeting, a member of the Committee will take minutes recording the decisions made and the tasks assigned. These minutes will be distributed out to the Committee in a timely fashion after each monthly meeting, and may if required be made available to the Membership.

9. Reporting

The Chair of the Committee, or the Chair's delegate, will if required report to the Membership at each general meeting during the year as well as to the Board at its meetings, giving an update on progress and any other such information as serves to keep the Membership and Board duly informed as to the status of the Event currently being planned.

Any issues that concern legal liability will as a matter of course be reported to the Board as soon as they arise.

At the first meeting of the Membership after each Event, the Chair of the Committee, or the Chair's delegate, will give a financial report on the Event just completed.

10. Functions and delegated authority

The Committee will have the authority to make any and all decisions pertaining to the Event, so long as expenditures remain within the bounds set by the annual budget for the Event. At the discretion of the Committee, any issue may be referred to the Membership for discussion and decision-making.

All matters pertaining to the legal duties of the Institute, including liability insurance coverage, will be referred to the Board of Directors of the Institute for their consideration.

11. Budget and spending powers

Each year the Committee will present the Membership with a budget for the upcoming Event. This will happen no later than the November monthly meeting for the Event taking place in the following March. The Membership will be responsible for approving the budget, with or without amendments as it sees fit. Budget approval will take place no later than the January monthly meeting in the year of the Event. Part of the budget approval process will be to ensure that the Committee has sufficient funds in its sub-account to meet any foreseeable expenses before the Event.

After each Event, the Committee will present the Membership with a detailed financial report from the most recent Event. If there are excess funds from the Event which can be transferred to the main banking account of the Institute, the Committee will recommend that this take place. If the Committee foresees a shortfall in paying - expenses for the next Event, it will recommend that funds be transferred to its sub-account. In any event, the Committee will ensure that enough funds remain in its sub-account to pay for all foreseen expenses before the next Event.

12. Amendments

This document will be reviewed annually by the Committee. Any suggested amendments will be presented to the Membership for discussion after the Event is completed and before the Annual General Meeting, so that amendments can be adopted at the Annual General Meeting.