

TERMS OF REFERENCE

Educational Writers Group Committee



Date created: 14.03.2025

Aim of the group:

The SoA Educational Writers Group (EWG) was established in 1964 to:

- **Protect the interests of educational authors** in professional matters, especially contracts, rates of pay, digitisation and copyright
- **Keep its members informed** about developments in education, curriculum, ELT, digital media and government policy
- **Lobby for adequate funding** for books in schools, colleges and libraries, and for well-stocked public libraries and professionally-staffed libraries in all educational institutions
- **Encourage publishers** in all media to respect the highest professional standards in educational writing
- **Enable educational writers** to network and socialise in congenial surroundings.

In 2025, we will be holding our first in-person event (The EWG Symposium: 'The Future of Educational Publishing' at Bedford Row) for a number of years, as well as another event in the autumn (TBC) and the online AGM and social.

Membership and appointment:

Membership of the Educational Writers Group Committee is limited to Full members of the Society of Authors. However, Staff of the Society of Authors, Associate members and non-SoA members can be co-opted on to the committee to support the work of the committee when appropriate.

Membership of the committee should be for a term of two years with the opportunity to be re-elected for a further two terms of two years (i.e. 6 years in total). In addition, members can be re-elected to the committee for a further three terms of two years but must have a break of two years after their sixth year in post. As an illustration: in a period of 14 years, a member could be on the committee for a total of 12 years, but only if successfully re-elected each time (a total of six elections).

We would anticipate that the committee will be made up of between 6 and 8 elected members.

We would also anticipate that the committee offers representation of a cross-section of educational writers, such as academic/Higher Education, early years and/or primary, ELT, secondary, UK and International, vocational and more.

Chairing:

The Chair represents writers' concerns to the Policy and Public Affairs Sub-Committee and attends a portion or the entirety of the Management Committee meetings (bi-monthly) as a non-voting member.

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If necessary, the Chair can nominate a proxy to attend the Policy Sub-Committee from within the committee.

The Chair may also be invited onto other Sub-Committees, such as *The Author* and *Finance*, if their expertise can support the work of the Sub-Committee.

The term of the Chair shall be two years. The outgoing Chair of the committee may be re-elected for one more term. After two terms of office the outgoing Chair is not eligible for re-election until at least six years have passed. The Chair of the committee shall be appointed from the members of the committee and may be removed by them from such office at any time.

Frequency of meetings and quorum:

The committee should meet a minimum of four times a year and will be considered quorate with a minimum of three members in attendance.

Record of meetings:

Action points from meetings will be drafted by the [SoA Staff Co-ordinator](#) and circulated to the committee following the meeting.

Reporting mechanism:

The committee will report to the Policy and Public Affairs sub-committee bi-annually, if requested.

The committee should report its activities to the relevant membership group via a regular newsletter (in the form of an email to EWG members), and also through *The Author* (by sending copy to Comms four times a year at scheduled times in order to meet print deadlines).

Groups are asked to provide a written report to the Management Committee annually, at which the Chair will be present.

Committee members are invited to subscribe to the weekly Board Briefing email.

Functions and delegated authority:

As an advisory group, the committee should represent issues encountered by writers in their genre, and not just limited to issues encountered by committee members.

The committee will relay this information to the Policy and Public Affairs Sub-Committee, if requested, who will then gather information and strategically plan how best to use the information.

At times, the Policy and Public Affairs Sub-Committee may request case studies from members of the Sub-Committee to help with lobbying and campaigning on issues.

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Decisions on which areas of concern are taken forward are at the discretion of the Policy and Public Affairs Staff team, with the approval of the Chief Executive Officer.

The committee will also support SoA Staff Co-ordinators by suggesting speakers and/or themes for three events per year – the three chosen events are to be decided by the committee each year. (Further information about events can be found [here](#).)

SoA Support

The SoA provides support to the group principally via one or two Staff Coordinators. Each staff coordinator is allocated $\frac{1}{2}$ of a day of their working week to attend to group work. This may be worked in a block or spread across the week – or a mixture of the two especially if a committee meeting or event is imminent. Please see the role description of the Staff Coordinator for further information. Additional support may be provided by other staff, such as the Events Team, the Communications Team and the Policy Team, when appropriate. This will be mediated via the Staff Coordinator.