

TERMS OF REFERENCE

SoAiS Nation Group Committee



Name of group: Society of Authors in Scotland (SoAiS) Nation Group Committee

Election, membership and appointment:

The Committee is composed of up to eight members elected from the membership by the SoAiS before the SoAiS Annual General Meeting (AGM).

Membership of the SoAiS committee is available to any level of membership of the Society of Authors and staff of the Society of Authors. However, non-SoA members can be co-opted on to the committee to support the work of the committee when appropriate.

The suggested terms are for two years, with the option to renew twice for a further two-year term by agreement with the rest of the Committee. After a two-year gap in service, Committee members can be re-elected to serve another two-year term, with potential for re-election twice more. Therefore, in a period of 14 years, it would be possible for a member to serve on the Committee/Steering group for a maximum of 12 years.

Details of the election process are contained in the [SoAiS constitution](#).

Representation: The Chair represents Scottish members' concerns to the Management Committee (meeting bi-monthly) as a non-voting member. If necessary, the Chair can nominate a proxy to attend the Management Committee from within the SoAiS committee. The Chair or other committee members may also join Sub-Committees at the SoA, such as *Policy and Campaigns*, *The Author* and *Finance*. Committee members are invited to subscribe to the weekly Board Briefing email.

Frequency of meetings and quorum: The committee meets once every two months for two hours and is considered quorate with four 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 annually to Management Committee.

Functions and delegated authority: The SoAiS committee should represent issues encountered by authors, illustrators and translators in Scotland.

For discussion, change suggested wording: Decisions on which areas of concern are taken forward are in collaboration with the Senior Policy Manager (Scotland), at the discretion of the Policy and Public Affairs Staff team with the approval of the Chief Executive Officer in the first instance; and ultimately are decided on by the SoA Management Committee?

The SoAiS committee will suggest speakers and/or themes for up to four events per year.

The SoAiS committee will write and share a regular newsletter with members.