TEMPLATE TERMS OF REFERENCE
Network Steering Group

DRAFT

Name of group: EXAMPLE: Translators Association Steering Group

Aim of the group This is to be defined by the members of the steering group and should include a summary of who the group exists to support, and some aims or goals to work towards during the following 12 months.

Membership and appointment: Membership of the Translators Association Steering Group is limited 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 Steering Group to support the work of the steering group when appropriate.

Membership of the Steering Group should be for a term of two years with the opportunity to be re-elected for a further two terms of two years [6 years in total]. In addition, members can be re-elected to the Steering Group 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 Steering group for a total of 12 years, but only if successfully re-elected each time (a total of six elections).

We would anticipate that Steering Groups be made up of between 6 and 8 elected members.

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

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

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 Steering Group 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 Steering Group shall be appointed from the members of the Steering Group and may be removed by them from such office at any time.

Frequency of meetings and quorum: The Steering group should meet three times a year and will be considered quorate with two members in attendance.

Record of meetings: Action points from meetings will be drafted by the SoA Staff Co-ordinator and circulated to the Steering Group following the meeting.

Reporting mechanism: The Steering Group will report to the Policy and Public Affairs sub-committee bi-annually.

The Steering Group should report its activities to the relevant membership group via newsletter, and also through *The Author* (space allowing). Groups are asked to provide a written report to the Management Committee annually.

Steering group members will be invited to subscribe to the weekly Board Briefing email.

Functions and delegated authority: As an advisory group, the Steering Group should represent issues encountered by writers in their genre, and not just limited to issues encountered by Group members.

The Steering Group will relay this information to the Policy and Public Affairs Sub-Committee at their bi-annual meetings who will 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.

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 Steering Group will also support SoA Staff Co-ordinators by suggesting speakers and/or themes for three events per year – one "Tea Party", one "Late" and one "Online meet-up" (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 ½ 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.