TERMS OF REFERENCE

Children's Writers and Illustrators Group Committee

Date created: August 2025. Replaces the CWIG Constitution dated October 1991.

Aim of the group:

The SoA Children's Writers and Illustrators Group exists to:

- represent members of the Group in an official capacity in all matters affecting their interests, and to protect and further those interests;
- maintain and raise the status of children's writing and illustration;
- ensure that, as the creation of books for children is as important as writing for adults, the royalty scales and financial rewards generally should be on a comparable basis;
- make, from time to time, an objective survey of existing conditions in the field of children's books;
- hold meetings, conferences and other events to discuss matters of interest to members of the Group and to give them an opportunity to meet and network;
- protect the interests of children's authors and illustrators in professional matters, especially contracts, rates of pay, and copyright;
- furnish advice, through the Society of Authors, to members on all questions affecting them in their capacity as creators of books for children and young people;
- encourage the wider dissemination of children's books;
- keep its members informed about developments in children's book publishing, reading for pleasure initiatives and programmes;
- encourage publishers in all media to respect the highest professional standards in children's book writing and illustrating.

In 2026, we held an in-person 'Late' social, plus online events about picture book school visits and how to make a living as a children's author and illustrator.

Membership and appointment:

Membership of the Children's Writers and illustrators 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 three years with the opportunity to be re-elected for a further term (i.e. 6 years in total). In addition, members can be re-elected to the committee for a further two terms of three 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 four elections).

Nominations for vacant committee places are invited in November, with a ballot (if required) opening for members to cast their votes for two weeks in December. New committee members take their seats in January.

We would anticipate that the committee will be made up of the Chair plus 8 elected members.

We would also anticipate that the committee offers representation of a cross-section of children's writers and illustrators.

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. 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 three 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 as Chair until at least six years have passed but they may stand for the committee again after a break of two years. 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.

If the Chair stands down mid-term, they may revert to being a member of the Committee. If the Chair is not reelected after the first term or does not wish to stand for a second term as Chair, they may continue as a committee member for a second term and thereafter the rules of paragraph 2 of this section will apply.

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 or Management Committee, if requested.

The committee should report its activities to the relevant membership group via a regular newsletter (in the form of an email to CWIG 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.

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 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.

Last updated July 2026