

Terms of Reference for the Fairtrade National Campaigner Committee

Relation of the National Campaigner Committee to the Fairtrade Foundation

1. The National Campaigner Committee (hereafter the NCC) shall be a Member organisation of the Fairtrade Foundation.
2. The purpose of the NCC shall be to represent UK campaigners for Fairtrade and bring a campaigner perspective to the activities of the Fairtrade Foundation.
3. The NCC shall have the same rights as other Member organisations to nominate and elect suitable candidates for positions on the Board of the Fairtrade Foundation.

The NCC is responsible for:

1. Advising on the development and implementation of new campaign areas, projects and activities at Fairtrade Foundation that directly involve grassroots campaigners.
2. Making sure that Fairtrade campaigners can effectively feed into the Foundation's advocacy and engagement work.
3. Recommending improvements to existing support for campaigners, in addition to new materials, resources and training opportunities.
4. Advising on developments to existing Fairtrade award schemes, including priority areas, renewal processes and communications.
5. Offering experience and advice around Fairtrade campaigns and campaigners to other teams in the Foundation.
6. Sharing best campaigning practice with other campaigners.

Composition of the NCC

1. The NCC will have a maximum membership of 12 people and move to recruit like a formal Board (8 appointed members via application and 4 spaces for member co-option).
2. Eight NCC members will be appointed through an application process that is put out across the active Fairtrade supporter movement (active Fairtrade individuals, Communities, Schools, universities/colleges and faith groups) for a wide spread of knowledge and experience in the NCC.
3. The NCC will also be empowered to actively co-opt up to four additional members to support better diversity, regional representation and to fulfil skills gaps in the group.
4. Member applications for appointed seats will be sifted by current NCC members and FTF staff, and members will be appointed based on the approved criteria set by current members of the NCC and the FTF Team
5. The NCC appointed member criteria will be transparently shared as part of the

application process and the NCC and FTF will seek to ensure (as far as possible based on current movement demographic) to ensure fair representation and inclusion across region, age and ethnicity.

6. Member criteria:
 - Have knowledge of how Fairtrade works on the ground e.g. community groups, local businesses, local authorities, schools etc. (Essential)
 - Have experience of campaigning for Fairtrade. This can also include teaching on Fairtrade, promoting it at a local authority, or promoting as a business (Essential)
 - Be a neutral actor, working for the good of the movement (Essential)
 - Be open minded, ready to listen to discussions and contribute in a positive manner (Essential)
 - Be available to attend 3-4 meetings annually - 1 in-person, 2-3 online (Essential)
 - Have an endorsement from an existing Fairtrade group (Desirable)
7. Each member will serve an initial term of three years. There is no limit to the number of terms that a committee member may serve and anyone wishing to stay on beyond their initial three years can do so by re-applying in their third year.
8. All appointed member terms will run concurrently, while co-opted member terms will run for as long as is desired from the date of co-option for up to 3 years at which point, they would need to be co-opted again or appointed a member.
9. New member applications for appointed positions will open 6 months before the end of the three-year terms to allow for re-applications and new recruitment.
10. Should a member wish to step down before the end of their term, the position can be recruited for sooner.

Operating guidelines

1. The NCC shall normally meet three to four times each year, one in person and two or three virtually. Fairtrade Foundation will chair the meetings and act as secretariat, taking and sharing short action point notes.
2. The NCC shall agree one of its members to act as a co-ordinator on rotation.
3. The NCC will keep the broader grassroots movement (outside of any regional networks they may have) up to date with its activities via the Foundation's supporter newsletter which they will narrate twice a year.
4. The NCC shall keep the Board of the Fairtrade Foundation informed of its activities and progress by sharing the same supporter email listed below with the Board, with any additional commentary the group choose to share with the Board
5. Additionally, a member of the NCC acting as Secretary will produce a report twice a year updating on the activities of the NCC.
6. If a vote is required, each member who is present shall have one vote and the

decision shall be by a simple majority. If there is a tied vote, the Foundation shall have a casting vote.

The duties of the Coordinator

1. Agree agendas for meetings in consultation with the appropriate members of the Fairtrade Foundation Campaigns Team and with NCC members.
2. Monitor the action log on behalf of NCC members and coordinate members around outstanding actions
3. Coordinate NCC input into the supporter newsletter
4. Attend the Board of the Fairtrade Foundation AGM on behalf of the NCC. In most circumstances, the Coordinator will attend but with agreement of the NCC any member can attend to represent the wider group.

Responsibilities of members

1. Members are expected to observe the relevant Code of Practice for individuals serving on public bodies and act independently from any financial, commercial or political pressures and represent the interests of all the stakeholders in the Fairtrade sector.
2. Members are expected to maintain strict confidentiality with regards to information made available unless indicated otherwise.
3. Members should declare any conflict of interests and should not take part in a vote or debate if there is a conflict of interests.
4. Members are expected to have read pre-reads prior to the meeting and be familiar with the issues to be discussed.
5. Members are expected to attend at least one meeting in a calendar year. Absences should be notified in advance.
6. Where a member does not fulfil the above responsibilities, they may be asked to leave the committee by the other members and be replaced.
7. Three consecutive absences from meetings, with no apologies sent and no email activity in between those three meetings, will result in removal from the committee.

Approved by NCC August 2023