

# Fair Trade Steering Group

## Terms of Reference

<b>Delegated Authority and Purpose</b>	<p>Detail delegated authority as follows:</p> <p>Responsible on behalf of the University for ensuring continuous improvement in the five requirements of Fairtrade Status and maintaining the Fairtrade University accreditation.</p>
<b>Main responsibilities</b>	<p>What are the main responsibilities?</p> <ol style="list-style-type: none"> <li>1. Oversee the implementation of the Fair Trade Policy and the five goals of Fairtrade University status</li> <li>2. Monitor and ensure continuous improvement of the University's activities in support of fair trade</li> <li>3. Ensure that Fairtrade products are available in all University outlets and via the hospitality offering</li> <li>4. Organise a series of campaigns, promotions and events in support of fair trade and Fairtrade University status</li> <li>5. Ensure educational opportunities further promote fair trade</li> <li>6. Advise University Executive Team on actions to maintain Fairtrade Status as appropriate</li> <li>7. Review and publish the Fair Trade Policy annually</li> <li>8. Submit a Fairtrade University renewal application biennially to the Fairtrade Foundation</li> </ol>
<b>Duration</b>	Permanent
<b>Chair</b>	Assistant Chief Operating Officer
<b>Deputy Chair</b>	<i>Not applicable</i>
<b>Management and Support</b>	Environment & Energy Team
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Assistant Chief Operating Officer (Chair)</li> <li>2. Chief Operating Officer (Senior Sponsor)</li> <li>3. Associate Professor, School of Applied Sciences</li> <li>4. Sustainability Manager, EG</li> <li>5. Environmental Officer, EG</li> <li>6. General Manager for Catering, Chartwells</li> <li>7. Commercial Manager, SU</li> <li>8. Hospitality &amp; Facilities Manager, Faculty of Management</li> <li>9. Procurement Manager, FCS</li> <li>10. University Chaplain (Multi-Faith)</li> <li>11. Deputy Manager, Sport BU</li> <li>12. Communications Coordinator, M&amp;C</li> <li>13. Lecturer in Corporate Social Responsibility, BS</li> <li>14. SU President, SU</li> <li>15. Part-Time Environment Officer, SU</li> <li>16. Staff Representation</li> </ol> <p>It is at the discretion of the Chair to require the presence of particular individuals for any given discussion.</p>
<b>Quorum</b>	

<b>Usual Number of Meetings</b>	Three per year
<b>Reporting Line</b>	No formal reporting structure internally at present. Required to report to the Fairtrade Foundation biennially.
<b>Minutes</b>	Minutes must be submitted to the Fairtrade Foundation biennially.
<b>Sub-committees</b>	None
<b>Publication</b>	Fairtrade Policy. Fairtrade Communications Plan
<b>Notes</b>	The steering group is a requirement of Fairtrade University Status (an external accreditation).

**Policy and Committees use only:**

Final approval by:		Version number:	
Approval date:		Notes:	
Date of last review		Due for review:	