



BLACK HISTORY MONTH 2012

Advisory Group Membership terms of reference

The Black History Month Advisory Group provides a great opportunity for members of the community to get involved with Black History Month in Southwark.

Whatever your expertise the Advisory Group creates an environment where you can share your ideas and suggestions to help in the planning and delivery of Black History Month.

The points below set out the purpose and structure of the Advisory Group, and the expectations for members. Please read the following information carefully before completing the application form.

Black History Month
Environment and Leisure
Third Floor, Hub 2
Southwark Council
PO BOX 64529
London SE1P 5LX

blackhistorymonth@southwark.gov.uk

1. Purpose of the group

The advisory group will meet at regular intervals to support the development and delivery of the Black History Month programme. At these meetings Advisory Group members will be required to actively contribute to the development of the programme, by offering feasible suggestions to proposals presented by council officers, to help coordinate the planning and programming for Black History Month.

During the delivery stages of the programme, Advisory Group members will also support the promotion of the brochures activities and support the quality control of events and activities within the brochure through attendance and providing informal feedback on personal experiences.

2. Membership

Membership to the Advisory Group is obtained by completion of the application form, which will then be assessed by the Southwark Council's Arts Team who will approve membership. Members will be recruited annually, and previous applicants are welcome to reapply.

What the team will assess:

- Individuals or organisations that are based or run activities based in Southwark
- Knowledge of Black History Month
- Interest and participation with Black History Month in general
- Understanding the nature of events in relation to Black History Month

3. Time frame of the group

Members are required to commit to the group for six to eight months of the year. The lifetime of the group is one year from January to January.

4. Voting rights

All Advisory Group members will have equal voting rights, and voting will be based on a majority rule. In the case of a deadlock the chair will have the deciding vote giving fair consideration to both sides.

5. How often the group meets

Within the time frame the Advisory Group will meet up to four times during this period. In between these times members may also receive email updates on the progress of the programme, but will not be required to meet.

6. Quoracy

In order for a meeting to take place a minimum of three members are required to be in attendance. This number is exclusive of council officers. If numbers fail to reach this amount for a scheduled meeting members will be notified in due course. Numbers will be determined from meeting acceptance, therefore members are asked state their attendance at the earliest convenience.

7. Who chairs the meeting?

The Advisory Group meetings will be chaired by a council officer, generally the lead for Black History Month.

8. Reporting

Suggestions, ideas and contributions made by group members will be relayed by officers to councillors at internal weekly briefing meetings, and will be approved and signed off accordingly.

In order for the Advisory Group to be productive and beneficial to all interested parties it is important that these terms of reference are adhered to.