

TERMS OF REFERENCE FOR INTERNATIONAL FAIR TRADE TOWNS STEERING COMMITTEE

Article I Name and Purpose

1.1 The name of this group is International Fair Trade Towns Steering Committee.

1.2 The vision of International Fair Trade Towns is:

to grow a global community network of Fair Trade Town national campaigns and activist groups in both North and South:

- committed to Fair Trade and trade justice and sharing a common aspiration to make the world's economy work for all
- with jointly-agreed International advocacy objectives, agreed and updated annually/regularly
- enabled to network internationally through the International Fair Trade Towns Steering Committee (IFTTSC) and supported financially by a wide range of stakeholder Fair Trade organisations for the long term
- enabled, through networking internationally to develop their own plans of action according to local and regional circumstances
- grown and nurtured with the support of a sustainably resourced international ambassador, as new initiatives spring up in both North and South and coordinated to undertake international action when needed

Article II Authority

2.1 Role of Steering Committee:

- In recognition that Fair Trade Towns is a grassroots movement the IFTTSC will assert no authority or control over Fair Trade Towns, but instead act as a 'lighthouse' that guides, encourages and inspires the network and when appropriate speaking on behalf of it.
- The IFTTSC facilitates the International Fair Trade Towns network both for organisers and campaigner groups by:
 - Ensuring an annual Int. FTTs conference is held each year and assist in its organisation.
 - Arranging regular Steering Committee and coordinator meetings.
 - Maintaining the international Fair Trade Towns website and related social media platforms.
- Establish direct communication lines between the Steering Committee and local groups, e.g. Fair Trade Town Steering Groups, producer initiatives and other stakeholders etc., as a tool to create an integrated international movement.
- Further develop the existing international network of Fair Trade Towns and support all new national initiatives including but not solely Fair Trade Towns in the 'Global South'.
- Develop and protect the concept of Fair Trade Towns while maintaining common ground and an identity based on the five founding goals.
- Create and participate in dialogue with different stakeholders of the Fair Trade movement (Producer Networks, Fairtrade International, Fair Trade USA, WFTO, FTAO etc).
- Provide opportunities for Fair Trade Advocacy campaigns by connecting the Fair Trade Towns movement to existing networks and organizations (Producer Networks, Fairtrade International, Fair Trade USA, WFTO, FTAO etc.)
- Raise funds for its work.

Article III STRUCTURE

3.1. Membership

The Committee shall consist of 5 – 10 experienced Fair Trade Town activist and national coordinator members, and an International Fair Trade Towns Ambassador. All members, including the Ambassador will be required to have gained at least three years previous experience through their involvement in a local and/or national Fair Trade Town group or campaign or other Fair Trade advocacy experience. Membership will include representatives from, but not limited to:

- Countries with existing Fair Trade Town campaigns; either declared or in-progress. Although not compulsory the aim will be to have at least one representative from each of the six continents: Africa, Asia, Europe, Latin America, North America and Australia and Oceania
- Stakeholders of the Fair Trade movement (Producer networks, Fairtrade International, Fair Trade USA, WFTO, FTAO etc)
- Non-Profit Sector (national or international organizations)

3.2. Nominations & Terms

The initial members of the committee were approved by the assembled National Coordinators at the International Fair Trade Towns conference in Poznan, Poland in 2012 after a call for volunteers to serve.

- Members are nominated and invited by the Nominating Committee (see 3.8 below).
- Members shall commit to a term of three years, with the option of renewing for 3 additional terms.

3.3. Responsibilities of Membership

International Fair Trade Towns Steering Committee members shall be expected to:

- Provide guidance to national campaigns and Regional committees on developing and maintaining a Fair Trade Town campaign, which includes participating in International Fair Trade Town and other related conferences and building partnerships in the larger sustainability movement.
- Participate actively in conference calls and other meetings.
- Broaden the reach of the International Fair Trade Towns movement by engaging with institutions and associations of civil society organizations.
- Take on special tasks or projects, such as sub-committees and supporting fundraising efforts.

3.4 Removal from Membership

Any member may be removed due to lack of participation at a regular meeting by a two-thirds vote when a member has ceased to perform the duties of membership. If a member fails to participate in 3 consecutive meetings, without communication to the committee, they shall automatically be removed from the committee. Termination is effective immediately.

3.5 Quorum

A simple majority is needed to pass a motion. The quorum for meetings may be fixed from time to time by a decision of the members, but it must never be less than three, and unless otherwise fixed it is three.

3.6 Co-Chairs

The IFTTSC will have two Co-Chairs. One who will serve a term of two years with the option to renew 2 times. The other being the International Ambassador. The member Co-Chair will be nominated by, and decided on, by the entire committee membership.

The Co-Chairs will have the following responsibilities:

- Communicate regularly with other committees to develop a culture of support and to share concerns
- Serve on the Nominating Committee
- Help organize/coordinate meetings and conference calls
- Monitor International Fair Trade Town finances to ensure financial growth and stability

3.7 International Fair Trade Towns Ambassador

The IFTSC will select an International Fair Trade Towns Ambassador who will serve as staff and hold the position until the Ambassador (or the Committee) decides to discontinue in that role.

The Fair Trade Towns Ambassador has the following roles:

- Facilitate the Fair Trade Town network both for existing national campaigns and new national initiatives by:
 - Supporting and assisting the annual International Fair Trade Towns Conference.
 - Arranging and attending regular International Fair Trade Towns Steering Committee meetings.
 - Arranging and attending regular National Fair Trade Town Coordinators meetings.
 - Maintaining the International Fair Trade Towns Website and related social media platforms.
- Provide opportunities for national campaigns to participate in advocacy efforts to institute and advance policies for Fair Trade and trade justice
- Support existing campaigns and new national initiatives by:
 - Traveling to strengthen and in some cases, resurrect existing initiatives.
 - Traveling to encourage and advise new initiatives.
 - Providing support via hosting visits to Garstang, emails and telephone calls.
 - Providing opportunities to connect national campaigns with others for peer-to-peer learning and collaboration.

3.8. Sub Committees

Sub Committees may be established as needed by the Steering Committee to fulfil the goals of the group. Members will serve on subcommittees March to March terms of one year with the option to renew.

Nominating Committee shall consist of the two Co-Chairs plus two additional members of the Steering Committee to recruit and propose new members to replace those rotating off.

- All members of the Steering Committee are encouraged to submit to the Nominating Committee names of potential new members.
- The Nominating Committee will convene as necessary to consider and propose new members to fill vacancies.

International Fair Trade Towns Steering Committee
April 2016