

TERMS OF REFERENCE:

TPG WORKING GROUPS

The [INSERT TITLE] Working Group is a sub-group of the Association's [TPG] Committee (the TPG Committee is herein referred to as the 'Committee' throughout this document).

GOALS

The role of the Working Group is to gather input from Association Members and the wider music touring profession, convey the needs and concerns of the Association Members, identify opportunities, provide guidance and insight.

The Working Group will collate and present resources and reference materials that will be available to all Association Members, and produce suggested best practice guidance relating to the specific remit of the group.

Proposals, recommendations and initiatives created by the Working Group will be presented to the Committee for review.

OBJECTIVES

Specific objectives for the Working Group will be set at the first meeting of the Committee following the AGM. The co-facilitators of the Working Group will meet with the Committee to agree the objectives for the next twelve months. Changes or additions to the objectives throughout this term can be made, but must be agreed by the Committee.

MEMBERSHIP

The working group shall consist of two co-facilitators and is open to all Association Members.

Working Group Members will have the right to vote on significant and final drafts of any documents that are to be presented to the Committee.

Association Members can be part of more than one Working Group.

MEETINGS

The Working Group shall meet not less than six times in each year.

A quorum at each meeting shall be one co-facilitator and six members.

APPOINTMENT OF CO-FACILITATORS

The first co-facilitators will be the people decided upon at the meeting where this governing document is adopted. They shall be:

Name	Working Group
[Name]	[INSERT TITLE] Working Group
[Name]	[INSERT TITLE] Working Group

9.1 Apart from the first co-facilitators, every co-facilitator will serve for an initial term of one year.

9.2 All candidates for nomination must be current Association Members and cannot be a Committee Member at time of appointment to the role of co-facilitator.

9.3 Only members are able to vote on nominations for co-facilitators, and all elections must be conducted by secret ballot.

9.4 Candidates must be elected by a majority vote.

ROLE OF CO-FACILITATORS

The co-facilitators of the Working Group steer the group, extracting insight, knowledge, points of view and the experience of the group, using it to meet the goals of the meeting.

The specific responsibilities of a co-facilitator is to:

- Schedule the meetings of the Working Group in line with the group's Terms of Reference
- Publicise meetings of the group to members through the appropriate channels
- Set the agenda for the meeting
- Host the meeting
- Research appropriate guest speakers
- Research industry and wider-reaching initiatives appropriate to the objectives of the group
- Create and maintain external relationships with individuals and organisations that are relevant to the remit of the group
- Work with the Committee to set the annual objectives of the working group, and regularly review progress against these objectives
- Communicate with the Committee on behalf of the working group
- Present recommendations, guidance and resources to the Committee in line with the Working Group's specific objectives

RECORD OF MEETINGS

The co-facilitators of the Working Group shall ensure that an agreed written record of each of their meetings is forwarded to the Committee and is also made available to members.

REVIEW

The Terms of Reference for the Working Group will be reviewed annually by the Committee in conjunction with the **[two]** co-facilitators of the group.

SAFE SPACE CHARTER

The Sustainability Working Group is covered by the association's 'Safe Space Charter'.

As an Association we will:

- Create a confidential, non-judgmental space where we give permission to be corrected on the use of outdated language or thinking
- Educate each other and learn together
- Be solution focused, rather than person focused, when criticising ideas
- Be fearless in our quest for education, actively making use of a range of resources and micro-affirmations
- Appreciate and acknowledge ourselves as having individual perspectives. With this uniqueness, we will strive to empathise with any differences they may present
- Avoid using generalisations and stereotypes
- Allow and encourage healthy challenges of individual interpretation and power dynamics by holding each other to account. Together, we will encourage each of our members to use their voice (even if for the first time) - as none of us know everything, but together, we know a lot
- Ensure that, if a member is ever triggered by subject matter, we, as a collective, rally round with compassion and remember that we each hold our own individual frames of reference
- Acknowledge that everyone is here to learn and members who may be a part of a minority group are not solely responsible for teaching those who are not. We take on the task of education as individuals and make it our mission to share these resources with the group
- Be mindful of the needs of guest speakers and act courteously towards them