



# Shapinsay Development Trust

## Sub Group Terms of Reference

- 1. Name**
  - a. Tourism Group
- 2. Membership**
  - a. At least 2 directors of Shapinsay Development Trust (SDT) and no more than 4 members of the community.
  - b. Community members must be approved by the SDT Board prior to appointment.
- 3. Purpose**
  - a. To research options to promote and/or enhance the island of Shapinsay as a visitor destination.
  - b. Develop projects approved by the SDT Board.
  - c. Research funding for such projects.
  - d. Apply for funding for projects, if approved to do so by the SDT Board.
  - e. Any other activity approved by the SDT Board.
- 4. Delegated Authority**
  - a. The sub group shall act as advisors to the SDT Board.
- 5. Frequency**
  - a. The Sub Group shall hold at least 4 meetings per year.
- 6. Chair**
  - a. The Sub Group will be chaired by a director of the SDT, appointed annually by the SDT Board.
  - b. In the absence of the chair, the meeting must be chaired by a director of the SDT.
- 7. Serviced by**
  - a. The Sub Group shall appoint a minute taker from within their membership.
  - b. The minute taker will be responsible for circulating minutes to all sub group members and to the Secretary and Chairman of the SDT.
- 8. Reporting procedure**
  - a. The sub group shall report to the SDT Board.
- 9. Quorum**
  - a. At least 3 members of the sub group must be present for the meeting to be constituted.
  - b. This number must include at least one director of the SDT.
- 10. Communications**
  - a. Formal communications with outside bodies requiring the use of SDT headed paper must be approved in advance by the Board or if the time scale is too tight to allow this then by the Chairman on behalf of the Board.
  - b. Any communications with the press must be approved in advance by the Board or if the time scale is too tight to allow this then by the Chairman on behalf of the Board.