



**BICWA**  
**Communications & Development**  
**Sub Committee Charter**

**27/07/2021**

## 1 Introduction:

This Charter documents the purpose, responsibilities, authority, and administration of the BICWA Communications and Development Sub Committee.

## 2 Purpose:

The purpose of the BICWA Communications and Development Sub Committee is to assist the BICWA Board by ensuring that appropriate strategic, investment and operational decisions are made, specifically in the relation to Communications and Development activity, and within the BICWA Strategic Plan.

## 3 Authority:

The Board has approved the establishment of BICWA Communications and Development Sub Committee.

Within the scope of its responsibilities:

- The Sub-Committee will maintain free and open communication with BICWA Executive team.
- The Sub-Committee may take other professional advice as it considers necessary.
- The Sub-Committee should understand the BICWA strategic plan, structure, its operations and key developments as are relevant to the Committee's role and may receive periodic presentations from subject matter experts to assist in achieving such an understanding.

## 4 Members and Meetings:

Meetings are to be held (monthly):

The following will usually be invited to attend Committee meetings:

- Leilani Leyland
- Christine Spycher
- Julie Dinsdale

A notice of each meeting confirming the date, time, venue and agenda with supporting papers shall be forwarded to each Sub-Committee Member in the week prior to the date of the meeting. Formal minutes of each meeting will be recorded and distributed to the Committee and Board on a timely basis.

## 5. Roles and Responsibility's:

The BICWA Communications and Development Sub Committee will steer BICWA relevant program from parameters. The sub-committee will escalate high risk / cost proposals to the Board for decision.

The BICWA Communications and Development Sub Committee will:

- Focus on Adding Value to our Members:
  - Beekeepers
  - Friends
  - Alliance Partners
  
- Focus on 4 primary goals:
  - Establish and implement an approved communications plan
  - Establish and implement an approved development plan
  - Work closely to share the goals and value from other sub committees to members
  - Encourage feedback from members to validate we are adding value of BICWA
  
- Focus on 2 main forms of communication:
  - Online (Website, Facebook)
  - Face to Face
  
- Focus on 3 main forms of development:
  - Beekeepers
  - Community
  - Industry involvement with partners
  
- Agree and communicate Goals, timelines and report on delivering:
  - What will be delivered to add value
  - How will it be delivered to add value
  - Stakeholders who will deliver
  - Timeframe and budget to deliver
  - Stakeholders to engage
  - Measure progress and success and identify future improvements

### APPROVAL OF THE CHARTER



BICWA Board Chair

24.9.21

Date