

Terms of Reference for Cambridge Fairtrade City Forum and Steering Group (May 2009)

Objectives

- To promote the concept of Fairtrade and increase the availability of Fairtrade products within Cambridge
- To raise awareness of the FAIRTRADE Mark
- To ensure continued commitment and drive towards maintaining the accreditation of Fairtrade City Status for Cambridge, by achieving the five criteria of a Fairtrade City as set out in the Fairtrade Foundation's 'Fairtrade Town Goals and Action Guide'
- To encourage workplaces, schools, universities and places of worship to work to promote and use Fairtrade products

Activities

In order to achieve the above objectives, the Group will:

- Organise special events for Fairtrade Fortnight in March each year
- Be responsible for an annual assessment to monitor whether the area is meeting the five goals of a Fairtrade City
- Organise ongoing events to increase public awareness of and participation in Fairtrade
- Maintain a strong relationship with the local press and other media to ensure that the campaign retains a high profile

Membership

Membership of the Forum is open to all those who have expressed a commitment to promoting Fairtrade in the City.

The Steering Group comprises members of the Forum.

Meetings

The Steering Group will meet at least 6 times per year.

An annual general meeting will be held once every year, and is open to all members of the Forum and the Steering Group.

Officers

The Group will elect a Chair, Secretary and Treasurer on an annual basis. The Group may also elect other posts if and when those posts are deemed necessary.

Dissolution

In the event of the dissolution of the Group, any assets remaining after all debts and liabilities have been discharged shall not be distributed among the members but shall be handed to the Fairtrade Foundation, Suite 204, 16 Baldwin's Gardens, London EC1N 7RJ, to be administered in a manner that is exclusively charitable at law.