



## **Sydney Eisteddfod Advisory**

### **Sub-Committees' Terms of Reference**

#### **1. Introduction**

This Terms of Reference (ToR) document outlines the purpose, structure, responsibilities, and governance of the Advisory Sub-Committees (also called "Advisory Councils") established under the Development Committee of Sydney Eisteddfod (SE). These Sub-Committees are responsible for providing strategic insights and recommendations to enhance the quality, accessibility, and sustainability of events within their respective categories, ensuring alignment with the Sydney Eisteddfod Constitution (2023).

#### **2. Purpose**

The purpose of the Advisory Sub-Committees is to:

- Provide expert recommendations to the Development Committee on matters concerning their respective event categories.
- Identify and address issues affecting participants, educators, and industry professionals.
- Support membership growth initiatives by providing insights into participant and stakeholder needs.
- Contribute to the ongoing refinement of event structures to ensure alignment with industry standards and stakeholder expectations.
- Assist in the identification of potential growth opportunities and areas for improvement.
- Evaluate the role and participation of Ambassadors to ensure they actively promote SE's objectives.

#### **3. Governance and Reporting**

- The Advisory Sub-Committees operate under the delegated authority of the Development Committee, as per Article 16 of the 2023 Constitution.
- The Development Committee will oversee the composition and appointment of Sub-Committee members, subject to Board approval.
- Each Sub-Committee shall report its findings and recommendations to the Development Committee, which will consolidate and present them to the Board.
- The Development Committee retains final decision-making authority on all recommendations.

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- Minutes of all Sub-Committee meetings must be recorded and submitted to the Development Committee within one month, in accordance with Article 14.
- Members must adhere to SE's Code of Conduct and declare any conflicts of interest in compliance with Article 15.8.

#### **4. Membership and Composition**

Each Advisory Sub-Committee will consist of:

- Chairperson: Appointed by the Development Committee, with appointments subject to Board approval.
- Members: A minimum of two and a maximum of six members with relevant industry expertise.
- Additional Members: Appointed based on expertise and strategic needs, subject to Development Committee and Board approval.

Membership Criteria:

- Prior engagement with Sydney Eisteddfod (e.g., adjudicators, educators, industry professionals), and/or demonstrated understanding of the organisation's operations and practices.
- Demonstrated commitment to SE's objectives, sustainability, and artistic excellence.
- Ability to provide expert and strategic advice.
- Compliance with SE's Code of Conduct and conflict of interest requirements.

#### **5. Key Responsibilities**

Each Advisory Sub-Committee shall:

- Provide structured feedback and recommendations regarding participant experience, adjudication processes, and event organisation.
- Identify operational challenges and propose solutions to enhance event delivery and experience.
- Recommend strategic changes to align events with evolving industry standards and stakeholder needs.
- Assist in developing outreach initiatives to encourage broader participation.
- Support philanthropic and sponsorship initiatives relevant to their event category.
- Review and recommend strategies to expand participation and membership engagement.

## **6. Sub-Committee Categories**

The Advisory Sub-Committees will be established according to the following event categories:

- Instrumental (including Piano)
- Vocal – Classical
- Vocal – Contemporary
- Choral
- Dance
- Speech & Drama

Each sub-committee shall focus on the specific needs, challenges, and opportunities within its category.

## **7. Meetings and Conduct**

- Sub-Committees will meet at least once per year.
- Additional meetings may be convened as necessary, at the request of the Development Committee.
- Meetings may be held in person or virtually, as appropriate.
- Members are expected to contribute actively, uphold professional standards, maintain confidentiality, and adhere to SE's Code of Conduct.
- Quorum for meetings will be a simple majority of current Sub-Committee members, in line with Article 16.3.
- Decisions will be made by majority vote. In the case of a tie, the Chairperson will hold a casting vote.

## **8. Reporting and Accountability**

- Minutes of all meetings must be recorded and provided to the Development Committee within one month, in accordance with Article 14.
- Sub-Committees shall provide written reports to the Development Committee after each meeting, detailing recommendations and observations.
- Reports from the Development Committee, including Sub-Committee feedback, will be presented to the Board as part of regular governance processes.

## 9. Review and Amendments

- The Development Committee will review the effectiveness of each Sub-Committee annually.
- The Development Committee may recommend adjustments to Sub-Committee composition or responsibilities to the Board.
- Amendments to these Terms of Reference require approval by the Sydney Eisteddfod Board, ensuring alignment with the 2023 Constitution.

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**Approved by the Sydney Eisteddfod Board on 20 March 2025**