



EssexBeekeepers'Association

EBKA Annual Honey Show: Terms of Reference

1. Aims and Objectives

- a. The Annual Honey Show is a county-wide event where members of the EBKA promote and further the craft of beekeeping to the public.
- b. Assess the skills of EBKA members in the production of entries in connection with apiculture, and the awarding of prizes.
- c. The Show is to be held at a suitable venue of a large agricultural/farming/country event in the County of Essex around late Summer/early autumn.
- d. All Essex divisions should be involved, where possible, as an all inclusive event.
- e. The venue is to be proposed by members of the Show Committee and agreed at a CEC meeting.

2. Reports to and receives authority from

The EBKA CEC has delegated to the Show Committee (as shown below) the responsibility for organising and running the Essex Annual Honey Show.

3. Show Committee

- a. The Show Committee shall comprise a Chair, Secretary, Treasurer, Show Steward and members representing each of the Divisions.
- b. It would be beneficial for at least one member of the Show Committee to be a CEC trustee or County Officer.
- c. With the exception of the Show Secretary (who is a CEC appointment whose election is provided for by Rule 7c, elected individually at the EBKA AGM and who attends relevant CEC meetings) committee members are invited to join who have particular skills and who would represent each Division.
- d. The roles of Chair, Treasurer and Show Steward shall be agreed by the committee members and reported to the CEC.
- e. The Show Committee is responsible for compliance with the EBKA Finance Policy, Health & Safety policy, Privacy Policy, Safeguarding and all other relevant legislation.

4. Financial

- a. The Show Committee shall hold a separate bank account. The Treasurer, Chair, Secretary and a committee member shall have signing powers on this account.



- b. All payments from this account require authorisation of two of the signatories noted above.
- c. Each year the Show Committee will submit to the CEC a financial plan or income/expenditure budget proposal for approval.
- d. Before the EBKA financial year end, detailed accounts, that have been independently examined, will be presented to the CEC via the County Treasurer.
- e. The CEC agreed at their meeting of 26 January 2017 to fund the Show Committee's bank account annually from central funds to a maximum of £5,000.
- f. Any balance held in the Show Committee's bank account following the Show, having accounted for all income and the payment of disbursements, may be held in that account or, if requested by the CEC, transferred to central funds.
- g. The level of the funding from central funds should be reviewed from time to time as to its adequacy and agreed by the CEC and Show Committee.
- h. The prices charged for honey and other products at the Show are to be agreed by members of the Show Committee and the prize money for various entry classes will be subject to review, from time to time, by the Show Committee.

5. General

The Show Committee will adhere to all regulations or restrictions that are applicable at the time of the Show.