

**SPAB Event Organisers Forum**

**Terms of Reference**

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| 1 | **Purpose** * To provide a regular venue for all those involved in the organisation of ticketed SPAB events to directly communicate with one another, facilitating collaboration rather than competition.
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| 2 | **Objectives** To improve organisational cohesion in events planning and delivery, by: * Sustaining direct lines of communication between the SPAB Education and Training Team and all those organising events on behalf of SPAB
* Harmonising events programming at early stages of planning; eliminating potential conflicts and harnessing wider opportunities to exploit synergy between events.
* To provide support for event organisers by providing an ongoing active learning set to discuss current opportunities, challenges, and best-practice approaches in events planning; facilitated by the SPAB Education and Training Team
* To reinforce standardised approaches to events planning across the organisation (for example, the use of a pricing guidelines template).
* To provide a forum to reinforce statutory policies around events planning, and ‘red lines’ in SPAB’s event planning guidance materials (for example, the necessity to use the SPAB website or the need to ensure consistent member benefit in events pricing structures).
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| 3 | **Composition** All those organising events on behalf of the SPAB, whether staff or volunteers: SPAB Education and Training Team * Head of Education and Training (Forum lead)
* Training Officer
* Education Officer

SPAB Development and Communications Team * Communications Manager
* Digital Communications Officer
* Membership Manager
* Grants Officer

SPAB Director’s Team * Special Operations Manager
* Director & Projects Team Assistant

SPAB Branches and Sections * Scotland Officer
* Ireland Officer
* Mills Officer

SPAB Regional Groups * Regional Groups Event Organisers (some will also be Chairs)
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| 4 | **Frequency and operation** Meetings shall be held twice a year, normally on Zoom to ensure the widest spread of attendance. Minutes shall be kept to provide a reference, and these will be circulated after each meeting.  |
| 5 | **Performance Review** The efficacy of the Forum will be reviewed after 18 months of operation.  |