

British Orchid Council

Congress Working Group

Terms of Reference (Adopted at the BOC AGM March 2013)

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The organising and underwriting of Congresses is an important activity of Council. The primary purposes of the Working Group are to facilitate the holding of Congresses at reasonable intervals; to ensure that knowledge gained from running previous Congresses is readily accessible to those running future Congresses; and that the risk of loss, both in terms of peoples' effort and of Council's money, is minimised.

Activities

To maintain a publically accessible document(s) describing, amongst other things:

Council's aims and objectives for the holding of Congresses.

Requirements on organisers to meet Council's statutory obligations with respect to financial management and reporting.

Sensible definitions of suitable premises; type, location, size.

Comments on time of year for a Congress.

The structure of a traditional Congress.

A historical account of previous Congresses showing the variation which has occurred and its relative success and failures.

To be the major point of contact for member organisations running Congress or considering doing so by:

Offering confidential advice in reply to initial enquires.

Helping would be organisers plan a Congress and prepare an application to Council to authorise the event.

Advising on the level of involvement and reporting that Council will insist on.

To provide help and supervision once a Congress is approved by Council by:

Doing whatever is necessary to assist in the planning/running of a Congress, either directly or by engaging other resources from within Council or its member organisations.

Maintaining a careful watching brief on every Congress, irrespective of the level of help needed, to ensure that Council's aims, objectives and financial interests are respected throughout the process.

To have the right to intervene in a Congress if they feel that things are going wrong. This would include, but not be restricted to, the duty to recommend to Council that approval for, and underwriting of, a Congress be withdrawn.