British Coffee Association – Committee Constitution & Rules

COMMITTEE NAME
BCA Sustainability Committee

COMMITTEE FUNCTION
The BCA Sustainability Committee is responsible for taking a lead in all sustainability issues for the coffee industry and the Association in delivering the BCA Sustainability Vision
"We are committed to working collaboratively to ensure we have a thriving and sustainable coffee industry both now and in the future"
In delivering this the Committee will:

a) Provide a collaborative (and pre-competitive) platform for the UK coffee industry to take tangible action in working towards the BCA Mission & Objectives;
b) Empower and inform the BCA Communications Committee to voice industry positions on appropriate sustainability issues;
c) Provide a link to other global platforms in order to share best practice;
d) Represent the interests of the Association in all matters relating to Sustainable sourcing and practices at origin, circular economy, waste and recycling aspects, origin resilience, and any other issue that the Board may consider to be of benefit to the Association;
e) Develop strategic approaches through interaction with other like-minded bodies and organisations to help further members' understanding of points raised in a) above
f) Monitor legislation and any other activity which may have an impact on the interests of the Association as per a) above;
g) Maintain contact and collaborate with similar organisations

MEMBERSHIP
All Full and Associate Members of BCA are entitled to serve on the Sustainability Committee, however serving members will be required to have experience in the subjects covered under Committee Function above. Membership shall be confirmed by the Board at the Association's Annual General Meeting.
Committee member responsibilities include:

- Commit to supporting the BCA Sustainability Mission and be aligned on working towards the aims and supporting objectives;
- Openly pursue the sharing of best practice on work relating to the aims and objectives of the group with a view to enhancing collaboration across these areas;
- Attendance at quarterly meetings
- Annual reviews of the Sustainability Mission statement with updates agreed and signed off by the BCA Board

SUB-GROUPS
The Committee may decide to establish Sub-Groups to develop positions on particular topics which fall within the remit of the Committee.

In such cases the Committee shall appoint, from within its membership, an individual(s) to lead the group and give authority to that individual(s) to appoint additional members as is deemed necessary.

Any Sub-Group so established shall remain under the overall management of the Sustainability Committee and report directly to the Committee.

CHAIR

The Committee shall elect, from within its membership, a Chair and that appointment shall be ratified by the Board of the Association. The Chair shall be elected for a period of two years, with re-election for subsequent terms, again subject to the ratification of the Board.

Where the Committee so decides, the position of Chair can be taken up by two Co-Chairs, both appointments to be ratified by the Board of the Association. In this situation any and all references to Committee Chair shall be taken to include references to Co-Chairs.

The Chair of the Committee shall also serve as a member of the Association's Executive Committee and shall report on Committee activities to the Executive Committee as is appropriate.

The Chair may also represent the BCA at external sustainability-related events and in other forums such as the European Coffee Association Sustainability Committee meetings.

VICE CHAIR

The Committee shall, if it considers it appropriate, also elect, from within its membership, a Vice Chair. The Vice Chair shall be elected for a period of two year with re-election, by the Committee for subsequent terms. The Vice Chair shall represent the views of the Committee in the absence of the Chair

FREQUENCY OF MEETINGS

The Committee shall meet at least twice per year or more frequently if agreed by the Members. Additional meetings may be called at any time by the Committee Chair, or by a minimum of three Committee members, in consultation with the Association's Executive Director.

QUORUM

For the purposes of undertaking the business of the Committee and, where required, taking decisions related to that business, a quorum shall be deemed to have been reached when three Members of the Committee are in attendance and available to vote.

COMMUNICATIONS

The Chair of the Committee shall, if approached and in agreement with the Executive Director, act as a spokesperson of the Committee with the media on, and limited to, topics within the remit of the Committee. In the absence of the Chairman, such a role shall be undertaken by the Vice Chair after consultation with, and agreement of, the Chair and Executive Director.

Minutes of BCA Committee meetings are marked ‘Private & Confidential’ and are for BCA Members only. Matters discussed at Committee meetings must not be discussed with members of the Press/ Media.

VOTING

Any proposal, and/or amendment(s) to a proposal, to be put to a vote must be formally proposed and seconded.

A vote shall be taken on an amendment(s) to a proposal prior to any vote on the proposal. A vote on the proposal shall not take place when any vote on an amendment(s) has been carried by a majority.

PROCEDURE

All meetings of the Committee shall be held in accordance with all relevant laws, policies and procedures from time to time in force.