



The Lime Tree Theatre Company Limited Belltable Sub-Committee Terms of Guidelines for committee members

As part of the SLA between Limerick City & County Council and the Lime Tree Theatre, a special sub-committee of the board of the Lime Tree Theatre has oversight of the programme of the Belltable to ensure adherence to the overall strategy for the organisation.

The principal duty of the special sub-committee is to oversee the implementation of an agreed artistic strategy for the Belltable.

The special sub-committee will comprise of six members, nominated as follows:

- 2 nominees from the board of the Lime Tree Theatre
- 2 nominees from Limerick City & County Council
- 2 nominees from the professional arts sector in Limerick

Nominees shall be formally ratified by the board of the Lime Tree Theatre prior to appointment. The duration of membership of the special sub-committee will be two years.

Nominees shall be formally ratified by the board of the Lime Tree Theatre prior to appointment. Members can serve a maximum of two consecutive terms (four years), but may be appointed again to the sub-committee after a minimum break of service of two years.

Conflict of interest will arise if a member of the sub-committee is likely to present work on the Belltable stage or under the auspices of BelltableConnect. It is recommended that artists who are actively involved in presenting work at Belltable do not sit on the sub-committee.

Committee Chairperson

The Chairperson of the special sub-committee will be one of the Lime Tree Theatre board nominees.

Secretary

The Secretary of the special sub-committee will be the Programme Manager of the Belltable.

2. Business of the Committee

Frequency / Quorum

Meetings shall take place as required by the sub-committee Chairperson and normally no less than 3 times a year. With the agreement of all members, meetings may take place by conference call. If the sub-committee Chairperson is unavailable for a meeting, he/she may nominate an acting Chairperson in his/her stead.

A quorum shall be the sub-committee Chairperson or his/her nominee plus two other members.

The Theatre Director and Programme Manager – Belltable shall attend all meetings. Other staff and external contributors may be invited to join meetings as required by the Chairperson of the Special Sub- Committee.

Papers and Agenda

The Chairperson of the Special Sub-Committee, supported by the Secretary, is responsible for setting the agenda of the sub-committee. The Chairperson may consult with other sub-committee members on items to include on the agenda. The agenda, with supporting papers, should be given to sub-committee members at least three days in advance of a sub-committee meeting where feasible. At the Chairperson's discretion, late papers may be added.

Communication with the Board of the Lime Tree Theatre

The Chairperson of the Special Sub-Committee shall be the spokesperson to the Board. The members of the sub-committee will direct their communication to the Board via the

Chairperson of the sub-committee. Members shall observe absolute confidentiality in relation to sub-committee matters.

The minutes of the Special sub-committee shall, when approved by the Chairperson, be circulated to all sub-committee members and, once approved by the sub-committee, to all members of the Lime Tree Theatre board.

Review of the Special Sub-Committee performance

At the end of each year the Special Sub-Committee shall prepare a report on its role responsibilities and the actions it has taken to discharge those responsibilities for inclusion in a report to the board. Such a report should specifically include:

- the number of sub-committee meetings and attendance by each sub-committee member;
- a summary of the work plan put in place for the year and a report on implementation of the plan;
- any matters of concern.

The Special sub-committee shall review its terms of reference and its own effectiveness every two years or more regularly if the need arises, and shall recommend any changes necessary to the board.

3. Conflict of Interest

When dealing with any business of the special sub-committee, members must declare any potential conflict of interest and absent themselves from the discussion and decision-making process.

Any conflict disclosed will be noted in the minutes of the sub-committee.

Members will always bear in mind that their overriding responsibility is to act in all times in the interests of the Belltable and the Lime Tree Theatre Company. Members must act fairly and objectively and not make any decision that is likely to bring the Belltable or the Lime Tree Theatre into disrepute.

