

## **University of Lincoln – Fairtrade Steering Group**

### **Terms of Reference**

The Group will meet at least four times per year. The typical meeting dates and areas of focus will be:

- Early September – discussions prior to the start of the Academic Year
- November – focus on ideas for Fairtrade Fortnight
- January – final planning for Fairtrade Fortnight
- May – end of year review

The objectives of the Fairtrade Steering Group are:

- 1 – Plan a programme of events to promote Fairtrade at the University of Lincoln
- 2 – Review and update the University of Lincoln Fairtrade Policy, as appropriate
- 3 – Report on the sale of Fairtrade products around the University
- 4 – Generate ideas for new ways to promote Fairtrade at the University and in the wider community

### **Core Membership of the Steering Group**

University Chaplain  
Environment Manager  
Energy & Environment Officer  
University Shop Manager  
Catering Manger  
Communications Officer – for Estates  
Students' Union representative  
Fairtrade Officer – student volunteer role.

Students and staff will be invited to participate in the Steering Group to develop ideas and events to promote Fairtrade.