

# What does being a Trustee of the BBKA involve?

As a starting point please read the Charity Commission Document CC3a: <https://www.gov.uk/guidance/charity-trustee-whats-involved>

The Executive Board of Trustees holds bi-monthly meetings 9am on a Saturday via zoom but sometimes at the BBKA Office in Stoneleigh (CV8 2LG). Meetings last around 4 hours.

The Board ensures the BBKA meets its charitable objects, it determines the strategic direction of the BBKA and oversees the prudent financial management of the BBKA's affairs. Trustees should question and challenge processes and procedures to ensure continuous improvement in how the BBKA develops to meet its members' needs.

In addition, each Trustee joins one or more committees (Finance, Standing Orders & Governance, Education & Husbandry, Research, Communications ...) which all meet at least six times a year. As part of the committee you may be asked to take the lead on a project. If you become the budget holder for a committee you will need to attend all Finance Committee meetings (Fridays at 2pm). All trustees are expected to attend the Finance Committee Budget Setting Meeting in July and the Standing Orders & Governance meeting early November which considers the ADM propositions received from Area Association Members.

As an example, please refer to the draft meeting schedule for 2024 (below). Committee meetings generally take place over zoom either during the day or evenings and last approximately 2 hours.

We also have trustee sub-groups. At the moment these comprise working on Asian hornet, honey authenticity, sustainability and the ban on neonicotinoids. This will involve more meetings.

Each Trustee is allocated a number of Link Area Association Members (AAMs). The Link Trustee is the main contact point between the BBKA and the AAMs to keep them informed of BBKA news and developments, answer AAM's questions and perhaps to speak at AAM or branch meeting.

Every year all the Trustees attend and support the Spring Convention weekend. Trustees are kept busy by introducing lectures, working on the BBKA stand selling BBKA publications, meeting members, answering enquiries and promoting the BBKA's education and exams programme. Likewise, the BBKA has a stand at the National Honey Show at Sandown Park in October each year where Trustees staff the stand.

The General Manager is responsible for running the office which has six permanent staff members and many more self-employed people working as part of the 'BBKA team'. The Trustees work with the General Manager to ensure staff feel valued and supported and that good employment conditions are maintained.

In between times there are plenty of subjects raised by members, the public and media which are handled by emails, phone calls and video conferencing.

We are seeking trustees who have the time and energy to contribute fully to the team. First and foremost, you need to be passionate about bees, ideally you will have served on your branch committee as an officer, have attended one or more annual delegate meetings, be prepared to commit the equivalent of three to four days a month to EC activities, be a team player, have good interpersonal skills and a good communicator. If you have financial, business or legal skills so much the better. If the above describes you, ask your association to nominate you. If you would like to have an informal chat with an existing trustee, this can be arranged – please contact [gen.manager@bbka.org.uk](mailto:gen.manager@bbka.org.uk)

	<b>BBKA – Important Dates 2024 v1</b>
Jan 9	Education & Husbandry (E&H) meeting at 7pm
Jan 13	Annual Delegate Meeting 9am
Jan 19	Induction of new trustees, elections and organisation of committees, Finance committee meeting – at Stoneleigh offices 9am
Jan 20	EC Meeting – at Stoneleigh office at 9am
Jan 21	Exam Board Meeting 9am
Jan 23	Research, Technical & Environmental meeting at 7pm
Jan 26	Standing Orders & Governance (SOG) meeting at 12 noon
Jan 30	Communications meeting at 12 noon
Feb 6	Education & Husbandry (E&H) meeting at 7pm
Mar 5	E&H Meeting at 7pm
Mar 12	Research 7pm
Mar 15	SOG Meeting at 12 noon
Mar 19	Communications meeting at 12 noon
Mar 22	Finance Meeting 2pm
Mar 23	EC Meeting 9am
Mar 23	BBKA module exams
Mar 24	Exam Board Meeting 9am
Apr 2	Education & Husbandry (E&H) meeting at 7pm
Apr 12-14	Spring Convention – all trustees to attend
May 7	E&H meeting 7pm
May 14	Research, Technical & Environmental meeting at 7pm
May 17	SOG meeting at 1pm
May 21	Communications meeting at 12 noon
May 24	Finance Meeting at 2pm
May 25	EC Meeting at 9am
June 4	Education & Husbandry (E&H) meeting at 7pm
July 2	E&H meeting at 7pm
July 9	Research Meeting at 7pm
July 16	Communications meeting at 12 noon
July 19	SOG meeting at 12 noon
July 26	Finance Meeting 2pm – Budget setting all trustees to attend please via zoom
July 27	EC Meeting 9am
August 6	Education & Husbandry (E&H) meeting at 7pm
Aug 31 latest	Send out ADM Notification documents & issue budgets to AAMs
Sept 1	Exam Board Meeting 9am
Sept 3	Education & Husbandry (E&H) meeting at 7pm
Sept 10	Research Meeting at 7pm
Sept 17	Communications meeting at 12 noon
Sept 20	SOG meeting at 12 noon

Sept 27	Finance Meeting 2pm
Sept 28	EC Meeting 9am
Oct 1	Education & Husbandry (E&H) meeting at 7pm
Oct 18	Last date for receipt of ADM propositions
Oct 24-26 tbc	BBKA stand at National Honey Show – trustees to man the stand
Nov 1	SOG Meeting at 9am to review propositions – all trustees to attend
Nov 5	Education & Husbandry (E&H) meeting at 7pm
Nov 8	Finance meeting at 2pm to receive audited accounts – all trustees to attend
Nov 9	EC Meeting at 9am (review of ADM Delegate pack)
Nov 12	Research Meeting at 7pm
Nov 15	Last date to issue ADM packs to Delegates
Nov 16	BBKA module exams
Nov 17	Exam Board meeting 9am
Nov 19	Communications Meeting at 12 noon
Dec 3	Education & Husbandry (E&H) meeting at 7pm
Jan 11 2025	Annual Delegate Meeting 9am