

USING GAELIC COMMITTEE TERMS OF REFERENCE

The Board shall appoint a minimum of five of its members to the Committee.

Quorum: Three members of the Committee shall constitute a quorum, excluding any co-opted member.

Chair: To be appointed by the Board from within the Committee membership, excluding any co-opted members.

TERMS OF REFERENCE

To advise the Board, as required, on

- Strategies to achieve the priorities set out in the Using Gaelic section of the National Gaelic Language Plan, including working in partnership with others
- The performance framework, including short medium and long term indicators of success, to be used by the Board to track the progress of delivery of each of the priorities in the Using Gaelic section of the National Plan
- Progress against the agreed performance framework and, in particular, any areas where progress is insufficient
- Any other issues remitted to it by the Board relating to delivery of the National Gaelic Language Plan
- To keep its own performance and remit under review, submitting an annual report to the Board
- Overseeing the preparation of annual budget associated with the Using Gaelic section of the National Gaelic Language Plan and monitoring income and expenditure during the year against budget
- To approve grant awards up to limit delegated by the Accountable Officer.

MEETINGS AND REPORTING

The Committee shall normally meet at least four times per year at a date and time to be decided by the Committee Chair in consultation with the Board Chair.

Minutes of a Committee meeting shall be provided in draft for comment to the Committee Chair within 10 working days. Minutes shall be approved by the Committee at its subsequent meeting, and signed by the Committee Chair.

Minutes of a Committee meeting shall be submitted to the following Board meeting for information (in draft form if necessary). Any substantive issues that need to be notified to the Board for discussion or decision shall be the subject of a separate Board paper which contains the pertinent information.