



11 May, 2018

## **Terms for Proposals to take on the Administrative Responsibility for The Welsh Academy**

### **Background**

At The Welsh Academy (TWA) Extraordinary General Meeting (EGM) on 14 April 2018, Members/Fellows/Honorary Members in attendance voted for the following option:

A one-month window will be advertised for the submission of proposals for a new syndicate of writers and literary practitioners, who are all either Members or Fellows, to manage and administer TWA. The current TWA Management Board will decide on the best fit proposal and transfer responsibility accordingly. Literature Wales would administratively support a transition year as TWA establishes itself as an independent organisation.

If the current TWA Management Board deems that no appropriate proposals are received, or if the process falters irretrievably along the way, TWA will continue as branding only for scholarships for emerging writers and an annual 'The Welsh Academy Award' for outstanding services to Welsh literature, attached to name of Glyn Jones.

### **Terms**

TWA is now accepting to proposals from individuals or syndicates of TWA Members/Fellows/Honorary to **establish The Welsh Academy as a constitutionally independent society** for the writers of Wales during 2018/2019.

In order for responsibility for TWA to be transferred from the current TWA Management Board, **the following requirements would need to be in place by 31 March 2019:**

- An agreed Constitution
- A nominated or elected Committee/Management Board
- A nominated Treasurer to take financial responsibility
- A nominated/elected Chair
- An organisational bank account
- 2 identified signatories for financial transactions
- A business address

The successful individual or syndicate would be responsible for all administration and financial management from 1 April 2019, including:

- **Membership matters** (includes: processing & logging of subscription fees; Issue reminders for renewal of subscription fees; maintaining and updating register of membership)
- **Communications** (includes correspondence; enquiries; PR/publicity)
- **Financial management** of all TWA funds (includes day-to-day logging; budgets; financial planning)
- **Events/Activities** (organisation, delivery and evaluation)
- **Annual meetings**
- **Development, strategy and business planning**

### How to apply

The application process is three stage:

- 1) Submission of proposals stating:
  - a. Your expression of interest
  - b. Your name/s and membership status
  - c. Your vision for the future of The Welsh Academy (max 200 words)
  - d. Your capacity to deliver full independence for The Welsh Academy by 31 March, 2019

Deadline: **Thursday 14 June, 2018**

Send to: Tom Anderson, Chair of the Welsh Academy via email to: [thewelshacademy@gmail.com](mailto:thewelshacademy@gmail.com)

The current TWA Management Board will assess proposals based on their best fit. **One syndicate may be invited to:**

- 2) Submit a Business Plan, to include:
  - a. Vision
  - b. Aims and Objectives
  - c. Targets
  - d. Proposal Outline, to include a development strategy and the process planned to achieve it (this should include responsibilities allocated within the syndicate)
  - e. Budget Summary
  - f. Operational and Activity Plans
  - g. Risk Register
  - h. Marketing Plan
  - i. Letters of Support (to include statements from syndicate members outlining the responsibilities they agree to take on)

Deadline: **Thursday 1 November, 2018**

Send to: Tom Anderson, Chair of the Welsh Academy via email to: [thewelshacademy@gmail.com](mailto:thewelshacademy@gmail.com)

The current TWA Management Board will assess the Business Plan, and if satisfied that it is deliverable and fits the ethos and current remit of TWA, will ask the syndicate to:

3) Provide evidence of the following by **31 March, 2019**:

- An agreed Constitution
- A nominated or elected Committee/Management Board
- A nominated Treasurer to take financial responsibility
- A nominated/elected Chair
- An organisational bank account
- 2 identified signatories for financial transactions
- A business address

If all of the above are evidenced, the current TWA Management Board will transfer responsibility for TWA to the new syndicate on 1 April 2019.

NB – Following the decision taken at the EGM, If no appropriate proposals are received, the Business Plan is deemed not fit for purpose, the process falters irretrievably along the way, or any of the above requirements in stage 3 are not evidenced by 1 April 2019, then TWA will continue as branding only for scholarships for emerging writers and an annual 'The Welsh Academy Award' for outstanding services to Welsh literature, attached to name of Glyn Jones.