**JtoJ XXX Steering Group – Terms of Reference**

**Mission:** galvanise people to take action for social justice through learning about human rights movements and the arts.

**Aims:**

* Deepen public awareness of the long history in the UK and globally of individuals and movements who take a stand for freedom, equality and human rights.
* Educate people through creative arts, history and understanding social changeprogrammes which stimulate debate.
* Show that injustice can be challenged and that everyone has the knowledge and skills to play a role in bringing about change.
* Motivate people to take practical action for social justice.
* Build networks of people working for social justice and human rights.

The JtoJ XXX Steering Group (SG) has been created to develop and deliver Journey to Justice (JtoJ) in XXX. The SG will work in accordance with national JtoJ policies\* and values and the Memorandum of Understanding signed between JtoJ and XXXX and liaise regularly with the national JtoJ team (details and frequency to be agreed). The group will plan a programme of activities to complement the JtoJ travelling exhibition, for which it will fundraise, make contacts, attract interest, support and establish essential ground work to make the project a success. Working sub-groups will be established to focus on practicalities [these are examples: Programme and Schools, Publicity, Fundraising, Volunteers]. A key role of the XXX steering group is to plan for the legacy of the project. Members are welcome and encouraged to join each group to assist with tasks.\* XXX will ensure all SG members know JtoJ policies.

**Journey to Justice in XXX**

The exhibition will bring the story of the US civil rights movement and its links with the UK to XXXX. XXX’s part of the exhibition will be a creative mix of personal stories, photographs, audio-visual recordings and objects relating to the heritage of the people of the city, local history and other social justice related projects. The focus will be on the stories of men, women and children, people whose voices are not often heard but without whom justice would not have happened. A range of events, talks and workshops will complement the exhibition to meet the group’s aims.

The exhibition will be open to all audiences possible and will be inclusive. For particular strands of the project, a focus and target will be on those not in education, employment or training; students in Higher and Further Education, Secondary and Primary school; BME communities (to include Gypsy, Roma, Traveller, refugees and asylum seekers); Disabled and LGBT+ people; and others who are marginalised.

The Steering Group will connect and excite people at a community level taking into consideration their needs and ensuring equality and diversity is an integral part of the project. The group aims to attract audiences who may have experienced the US civil rights movement and were/are involved in other campaigns as well as attract audiences who could/will be inspired to take action for social justice as individuals or part of a collective movement.

**Steering Group purpose**

* To advise on the development, delivery and direction of the Journey to Justice XXX project.
* To co-ordinate fundraising, publicity and the recruitment of volunteers.
* To support the project staff (paid and volunteers) in the XXXX area.
* To review the progress of the project against its aims, objectives and activity plans and agree recommendations for action or other changes, where appropriate.
* To share knowledge, ideas and expertise, propose contacts, prospective partners, resources and programmes that will help to implement the agreed strategy and realisation of the project.
* To help raise awareness of and participation in the project locally and nationally.
* Members of the SG might represent the project at external events and/or accompany staff in order to promote or explain the project.

**Membership and composition**

* Membership will be drawn from individuals and organisations with an interest and expertise in the central elements of the project and human rights work.
* Meetings will be chaired by an elected member of the steering group. A deputy chair will also be elected and the SG will choose a secretary and treasurer (see Appendix for role descriptions)
* Membership of the steering group will be open to anyone who would like to be a part of the group and by invitation. All members of JtoJ XXX steering group must respect and abide by the values and policies of JtoJ.

**Agenda and administration**

* The steering group secretary will draft the agenda for meetings. Members are welcome to submit agenda items, ideally a week before meetings or in AOB. Minutes will be produced and distributed within two weeks of SG meetings and copies sent to a designated person in the national JtoJ team. Members of the national JtoJ team are welcome to JtoJ XXX meetings.

**Meetings**

The Steering Group will agree frequency, timings and venues for meetings. Ideally, given the timetable, they will be every four weeks during the development period. These will be held in XXX at a venue convenient to the group. Meetings will normally last no longer than two hours. Sub groups will meet when and required to complete project tasks and will report back to the Steering Group at each subsequent meeting. Each sub group will include at least one Steering Group member but sub groups might invite non-SG members to join.

**Confidentiality**

We want everyone to feel the group is a safe place in which to talk freely and so we ask that discussions which are sensitive – whether about policy, plans or personal issues, stay in the room.

Date XXXX

**Can add Appendix** (Agreed role descriptions for Chair, Vice Chair, Secretary, Treasurer)