

**ALCOHOL RESEARCH UK**  
**DEVELOPMENT ADVISORY PANEL**  
**TERMS OF REFERENCE**

**1. Purpose of the Advisory Panel**

Alcohol Research UK's Advisory Panels are a tier of management below the board of Trustees. They provide an opportunity for people with relevant skills and knowledge to contribute to the day-to-day work of the charity.

The Development Advisory Panel (DAP) has been established to help Alcohol Research UK deliver its Fund Development Strategy. Specifically, it will:

- a) guide trustees and staff in the preparation of fund development strategies and plans
- b) review progress in delivering such strategies and plans, reporting to the trustees at each board meeting
- c) guide trustees and staff in the delivery of specific fund development activities, encouraging individual Panel members to get involved where appropriate
- d) discuss lists of potential supporters and agree plans for engaging and retaining them
- e) advise trustees and staff on marketing and communications as it relates to fund development, including in the preparation of strategies and plans

**2. Terms of Reference**

The Terms of Reference for the Development Advisory Panel are:

- a) both trustees or non-trustees (i.e. Associates) with relevant skills or knowledge may join the Panel
- b) new members will be appointed by a majority vote of the existing members or the board of trustees
- c) there will be no maximum or minimum number of members, though the optimum range will be from 6 and 12
- d) a quorum shall be three members including the Chair of the DAP
- e) new members can be nominated either by existing members or trustees; however, only the Board of Trustees has the power to appoint them. Members should be nominated on the basis of specific skills that they will bring to the Panel, identified through the submission of a short CV. Members must retire from the panel three years from the date they joined; however, they will be entitled to be re-elected at

the next available meeting for a further term of three years. Members can leave the Panel at any time by sending their resignation in writing to the Chief Executive or the chair of the Panel, or can be dismissed at any time by a majority vote of the Panel

- f) the Panel may delegate activities to individual members or to working groups of members, provided that the extent of this delegation is made clear to the Panel members concerned and that it is minuted properly
- g) no person may join the Panel where this would conflict with the *Policy on Interaction with the Alcohol Industry* or *Policy on the Acceptance or Refusal of Donations*
- h) the chair must be a Trustee and will be elected by majority vote of Trustees
- i) all decisions will be made by a majority vote and in instances of there being no majority, the chair will have one casting vote
- j) the Panel will not have delegated authority to make decisions on behalf of the board. Minutes will be taken of each Panel meeting and circulated to Panel members and the Board of Trustees, which will consider any recommendations that the Panel has made to it
- k) a minimum of four meetings will be held each year, at least two being face-to-face. 'Virtual' meetings may be held via telephone or email exchange at any time. The quorum and voting rules will still apply and, normally, at least 5 working days will be allowed from the start to the conclusion of such meetings, in order to allow an adequate opportunity for all Panel members to take part. Discussions and decisions so made will be minuted
- l) Panel members will be expected to attend at least 50% of face-to-face meetings. Members missing three consecutive meetings without giving good reason may be deemed to have resigned and their position may be filled
- m) the chair of the Panel (or, in their absence, another member or the Chief Executive) will report proceedings to full board meetings
- n) members being aware that an item is contentious should advise the chair or Chief Executive in advance of the meeting
- o) members of the Panel will abide by relevant Alcohol Research UK policies
- p) the Panel may invite anyone to attend a meeting(s) in a non-voting capacity to give specialist input
- q) appropriate training will be provided to Panel members

*Policy reviewed September 2014*