

ALCOHOL EDUCATION AND RESEARCH COUNCIL
GRANTS ADVISORY PANEL TERMS OF REFERENCE

1. Purpose of the Advisory Panel

The AERC's Advisory Panels are a tier of management below the board of Trustees. They provide an opportunity for people with specialist skills and knowledge to contribute to the development of the organisation.

The Grants Advisory Panel is designed to ensure that the AERC meets the highest standards of grant-making and consistently supports the best projects. It will:

- a) assess grant applications and make recommendations as to whether they should be funded
- b) suggest ways in which the AERC's grant-making can be improved
- c) maintain an overview of the reach of the AERC's grant-making and suggest ways in which any gaps might be addressed
- d) support and guide the work of staff involved in grant-making and research
- e) help plan AERC promotional activities, including attending events
- f) help identify and secure new supporters and partners

2. Terms of Reference

The Terms of Reference for the Grants Advisory Panel are:

- a) Trustees with relevant skills or knowledge will join the Panel for the duration of their tenure as a trustee
- b) Associates (i.e. non-trustees) can be appointed to the Panel by being proposed and seconded by existing Panel members and following a vote at a full meeting, provided the number of Associates is never more than the number of Trustees. Associates should be nominated on the basis of specific skills that they will bring to the Panel, identified through the submission of a short CV. Associates 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. Associates 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
- c) a quorum shall be three Trustee members

- d) 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
- e) no Trustees or Associates with links to the alcohol industry may join the panel
- f) the chair must be a Trustee and will be elected by majority vote
- g) all decisions will be made by a majority vote and in instances of there being no majority, the chair will have the casting vote
- h) 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. The minutes must be approved by a majority of the Trustee members of the Panel who were in attendance before any of the recommendations therein are implemented, including those made with respect to grant applications. Such approval must be obtained in writing (e.g. email)
- i) the Panel will meet at least twice a year, though "virtual" meetings may be held via telephone or email exchange at any time. The quorum rule 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 made via telephone or email will be minuted
- j) Panel members will be expected to attend at least 50% of "physical" meetings. Members missing three consecutive meetings without giving good reason may be deemed to have resigned and their position may be filled
- k) an 'emergency' physical meeting of the Panel can be called at any time at the request of the Panel chair, AERC chair, Chief Executive or Research Director. At least 48 hours notice must be given and the quorum rule will still apply
- l) the chair of the Panel (or, in their absence, the Research Director) will report proceedings to full board meetings
- m) members being aware that an item is contentious should advise the chair or a staff representative in advance of the meeting
- n) members of the Panel will abide by relevant AERC policies, such as Equal Opportunities, Guidance on Conflicts of Interest and Declaration of Gifts and Hospitality
- o) the Panel may invite anyone to attend a meeting(s) to give specialist input

p) the Research Director and Grants & Committees Manager will be expected to attend meetings of the Panel to provide professional advice

Policy reviewed February 2010