

# Donations Advisory Panel Constitution

## **B Terms of reference**

2. The purpose of the Donations Advisory Panel (DAP) is to provide corporate governance for the University's responsibilities regarding donations, endowments, legacies, the general oversight of fundraising activities, in the context of the University as a charitable body and in line with the University's statutes, regulations and governance.
3. To scrutinise all potential donations of a value of £251K - £1M, alongside due diligence concerning the donor.

## **C Membership**

Chair	Vice-Chancellor
Independent trustees	Name Name Name

4. This Panel shall be chaired by the Vice-Chancellor and its remaining membership made up of three independent members to be nominated via Council.

## **D In attendance**

Director of Fundraising & Alumni Relations
Secretary to Council/Governance Secretary

5. The Director of Alumni and Fundraising shall attend meetings to advise the panel on proposed donations, preparing appropriate paperwork to be circulated in advance of the Panel's meetings to support its decision making.
6. The Panel shall have access to the advice of the Chief Financial Officer and General Counsel when it considers it appropriate in support of its decision making.

## **E Frequency of meetings**

7. The committee shall meet no less than two times per year for the purpose of reviewing its constitution and terms of reference, and a summary report of any decisions made. Approved by Council (2016) 51, 19th Dec 2016. C16/16/0511/01/19

and therefore some flexibility is required of the membership to be able to assemble to consider proposals on this basis.

**F Quorum**

9. The quorum is three members of the Panel, with the Chair in attendance.
10. In the event of a split decision, the Chair will have a casting vote.

**G Reporting structure**

11. The Panel reports to the University's Council.
12. The Panel's Constitution will be reported to Council annually and whenever changes are agreed.
13. Minutes of the Panel's meetings will be submitted to Council.

**H Servicing and support arrangements**

14. Servicing will be provided by the Office of the Secretary to Council