

Standards Committee – Draft Terms of Reference

1 The Standards Committee is appointed by the Board of the Fundraising Regulator. The Committee is subject to the direction of the Board, in accordance with the following rules, as amended or replaced by the Board from time to time.

1.1 The Fundraising Regulator owns the Code of Fundraising Practice which applies to fundraising across the UK.

2 Membership of the Committee

2.1 The Committee shall comprise up to seven Members, to include at least two Board Members, one of whom will be the Committee Chair. The external Members will be co-opted on the basis of their relevant skills including at least two Members with fundraising experience.

2.2 Members other than the Board Members are appointed on an ad hominem basis and are not representatives of any sector.

2.3 Members, including the Board Members, are appointed to serve for up to three years from the date of appointment. Members may be reappointed for a second three-year term.

2.4 The Committee may also include an observer from the Institute of Fundraising and representatives from the devolved nations.

3 Meetings and proceedings of the Committee

3.1 The Committee shall hold at least four ordinary meetings each year, called by the Committee Chair. A special meeting can be called by the Chair or by half of the Committee members, by giving not less than seven business days' notice of the meeting and matters to be discussed. Additional consultations may take place by email/conference call.

3.2 The quorum is no fewer than four Committee Members (excluding observers), one of whom should be the Committee Chair, or in their absence a Committee Member appointed by the Committee to chair the meeting on that occasion.

3.3 The Fundraising Regulator will provide the secretariat for the Committee. The Head of Policy will attend Committee meetings as an observer. The Chief Executive may also attend as an observer. If particular expertise is needed,

individuals or organisations can be invited to attend for an item or the whole meeting, as appropriate.

4 Committee Member roles and responsibilities

4.1 The Committee carries out specified work on behalf of the Board in the pursuance of the objects of the Fundraising Regulator. The work and priorities of the Committee may adapt as the Regulator moves from its set up phase to being fully operational. The Board will determine any areas in which it may delegate decision making to the Committee.

4.2 The work of the Standards Committee will include:

- Direct oversight of the Code of Fundraising Practice when it is transferred from the Institute of Fundraising and becomes the Regulator's Code.
- Responding to issues of public concern and future changes in fundraising practice, including those resulting from new legislation
- Taking a proactive approach to issues both to reduce the likelihood of complaints and to respond effectively when they arise.
- Ensuring access to consumer opinion, for example by liaising with the donor reference panel and showing that the needs and voice of donors and the public interest are at the centre of discussions about fundraising standards.
- Determining guidance and advising on the Code of Fundraising Practice, on fundraising standards and practice generally and any other matter that the Board may wish the Committee to address.

4.3 The Committee shall work with the Chief Executive and the Head of Policy to add value to all aspects of the Regulator's Code and standards agenda, including:

- Making recommendations to the Board.
- Consulting with the charitable sector on the Code and on fundraising standards and practice generally.
- Liaising closely with the Fundraising Regulator's Adjudication Committee in order to consider appropriate amendments to the Code arising from complaints and investigations.
- Taking account of the views of a donor reference panel.

5 Reporting to the Board

5.1 Minutes of each Committee meeting shall be submitted to the next available Board meeting, where the activities of the Committee shall be reported to the Board by the Chair of the Committee.

- 5.2 The Committee will review its work annually and produce a report for submission to the Board in advance of preparation of the Fundraising Regulator's Annual Report.
- 5.3 All proposals by the Committee for standards of fundraising practice must be submitted to the Board for approval and shall be subject to any directions of the Board as to method and timing of consultation and implementation.
- 5.4 Any proposal for expenditure by the Committee, other than the reimbursement of reasonable out-of-pocket expenses in line with the Fundraising Regulator's expenses policy, shall be submitted for prior approval by the Board.

6 Expectations of Committee members

- 6.1 Committee Members are expected to attend Committee meetings, to prepare fully for those meetings, to engage actively in discussion and to accept collective decisions that have been taken, to exercise collective responsibility and to respect confidentiality where required.
- 6.2 Committee Members will be expected to participate in annual appraisals of performance, carried out by the Chair of the Committee.

7 Conflict of Interest

- 7.1 On appointment and annually thereafter Committee Members shall declare their interests in line with the Fundraising Regulator's Conflicts of Interest policy.
- 7.2 Committee Members shall make full and immediate disclosure to the Committee of any conflicts of interest relating to any Committee agenda item or paper. Where possible, this should be flagged in advance with the Chair of the Committee, who may ask the Committee Member to leave the room or refrain from taking part when that agenda item is discussed.

8 Review

- 8.1 Terms of reference are reviewed bi-annually, or earlier than that if necessary, by the Board, having considered any recommendations for change suggested by the Committee. These terms of reference were amended by the Board on 25 January 2018. The next scheduled review date is November 2018.