



Donations Advisory Panel Constitution

A Scope of the committee

1. This panel is a decision-making and advisory body, and its authority requires the review of all relevant documents and using a majority vote to accept, request referral for further information, or to refuse a gift based on the Donation Policy, and in exceptional circumstances, to consider the return of a donation.

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

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| 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 accepted donations.
8. The Panel shall meet on an ad-hoc basis for the purpose of determining a donation proposal. It will sometimes be necessary for the Panel to meet at relatively short notice to review a donation

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