

RWE An Suidhe Community Fund Panel Member

Role Profile

Overview

Panel members play an important role in the governance of community benefit funds that Foundation Scotland administers. The Panel is an informal body of local residents drawn together for the specific purpose of advising on decisions about grant awards from wind farm community benefit funds. They may be young or old, working, retired or unemployed. They may be a joiner, cook, teacher, farmer, solicitor, stay at home parent or a volunteer play leader. In fact, the more mixed and diverse the Panel, the more representative of the local community it is likely to be. However all Panel members will be well informed about and take a healthy interest in community issues and activities and be keen to see their fund make a real difference to their community.

Panel members for this voluntary role will be identified through a process agreed between Foundation Scotland and the local Community Council/s or other representative community body (signatories to the Memorandum of Understanding relating to the Fund). Panel members will be expected to serve for between one and four years. A conflict of interest policy ensures that Panel members are not involved in decisions about applications from groups they may be directly involved with.

KEY RESPONSIBILITIES

- **Determining and reviewing the Fund Strategy and Framework:** Where there is to be one, Panel members will decide the final Fund Strategy or Framework which will detail the Fund's purposes and priorities, award sizes, deadline frequencies, and general grant-making approach.
- **Attend an induction session and any further training:** Led by Foundation Scotland, these will focus on building an effective Panel.
- **Reviewing assessment and monitoring reports:** Foundation Scotland will assess all applications to the Fund and provide assessment reports for consideration by Panel Members before each decision making meeting. The Foundation will also provide information on the achievements and outcomes reported by grant recipients in their monitoring reports

- **Attending Panel meetings:** At these meetings decisions will be made on grant awards. Panel members will also review the fund statement and progress regarding awards made, and consider any other relevant items of fund business.
- **Promoting the Fund locally:** Panel members will be encouraged to play a role in promotional activity e.g.: distributing posters, forwarding emails, attending publicity events.
- **Providing information to the community council (or equivalent) on fund activity:** Panel members nominated by their community council (or equivalent body) will openly share information on fund activity so as to ensure the community council is informed of fund status and relevant key decisions.

Additional information:

- The Panel can expect to receive the support of a named staff member at Foundation Scotland. Initially this may be quite intensive but will decrease as the Panel becomes more experienced in its role. However the Foundation will continue to assess all applications and help facilitate Panel meetings and the Panel's annual review.
- Foundation Scotland will work with the Panel during the first year of grantmaking to identify a suitable local Secretariat to take on the job of administering the Panel, should this role be agreed.
- The precise number of Panel meetings will depend on the available balance, demand for grants, and the Panel confirming application deadlines. It may change from time to time, but will not exceed four meetings per year.
- This is a voluntary role but all reasonable expenses may be met from the Fund, where the Panel has decided on this. Such administration costs are expected to be kept to a minimum and may not exceed 2.5% of the annual Fund value.
- The Foundation promotes openness and transparency in its community benefit work and will make brief information about Panel members available on our website.
- For further information please contact Tom Black at Foundation Scotland on 0131 524 0331 or at tom@foundationscotland.org.uk