

BLACKFORD COMMUNITY FUND

COMMUNITY PANEL MEMBER ROLE PROFILE

Overview

Panel members play an important role in the governance of community funds. The Panel is an informal body of local residents drawn together for the specific purpose of advising on decisions about grant awards. Panel members may be young or old, working, studying 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 will be expected to serve for three 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

- **Attend an induction session:** Led by Foundation Scotland, this will focus on the role of the Panel in making decisions on awards from the Fund.
- **Review assessment and monitoring reports:** Foundation Scotland will assess all applications to the Fund and provide assessment reports for consideration by Panel Members before each Panel meeting. The Foundation will also provide Panel members with information on the achievements and outcomes reported by grant recipients.
- **Attend Panel meetings:** At these meetings decisions will be made on grant awards. Panel members will also review progress of awards made, and consider any other relevant items of fund business. An annual review meeting will also be held.
- **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.
- **Oversee the Fund:** Working with the Foundation, and informed by local intelligence and understanding, Panel members will keep under review the Fund's purposes and priorities, award sizes, deadline frequencies, and general grant-making approach to ensure the Fund is meeting local need and opportunities.

Additional information:

- The Panel can expect to receive the support of a named staff member at Foundation Scotland.
- The precise number of Panel meetings may change from time to time, but is unlikely to exceed three 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.
- The Foundation promotes openness and transparency in its community benefit work and references Panel members available on its website.
- For further information please contact Rachel Searle-Mbullu at Foundation Scotland on 0141 341 4960 or at rachel@foundationscotland.org.uk