

Dorenell Wind Farm Community Benefit Fund

Panel Member Role Profile

Context and Role Purpose

The Panel is a group of people living, working or volunteering in the area served by the Dorenell Wind Farm Community Benefit Fund, drawn together for the purpose of advising on decisions about the community benefit fund linked to the Wind Farm. The Panel advises on:

- grant awards
- the strategy for delivery of the Fund, and
- investment of monies from the Fund.

Panel members also support the promotion of the opportunity provided by the Fund within their local community.

The Fund serves the geographical areas covered by Dufftown and District Community Association; the Cabrach Community Association; Glenlivet & Inveravon Community Association, and; Glenrinnes Community Centre.

The Fund is currently administered by Foundation Scotland, an independent charity with expertise in grant making and community development. A Memorandum of Understanding exists between the four community associations (above) and Foundation Scotland, setting out how the Fund will be managed over its first three years, being start of April 2019 to end of March 2022. The Memorandum of Understanding makes provision for the Panel, and a Terms of Reference that sets out how the Panel will operate.

The Panel is to comprise up of 12 people: two representatives from each of the community associations, and another person from each of the four communities, appointed through an open and transparent recruitment process. Where there are more nominees for this role than there are spaces available on the Panel, selection will take place through an interview process involving Foundation Scotland and some members of the Community Associations (but not those representing the community that the nominee is from).

Panel Members must be aged 16 or over and normally resident, working or volunteering within the area served by the Fund. They may be from any walk of life. However, all Panel members need to:

- be well informed about local needs, opportunities and activities in their community
- be committed to seeing the Fund make a real and lasting difference to their community by meeting local needs and opportunities.

This is a voluntary role. However, all reasonable travel and childcare expenses may be reimbursed from the Fund.

Panel members will be expected to serve for up to three years, though may of course retire at any time.

Key Responsibilities

- **Attend an induction session:** Led by Foundation Scotland, this will focus on building an effective Panel that understands its role and responsibilities.
- **Review assessment reports:** Foundation Scotland will assess all applications to the Fund for grant support. Panel members will review the assessment reports before award-making meetings. The number of assessment reports will vary from meeting to meeting depending on the number of grant applications received by Foundation Scotland.
- **Review information on Fund finances and impact:** Panel members will also receive reports on Fund finances and the impact of awards previously made.
- **Attend Panel meetings:** At these meetings, the Panel will make decisions on grant awards. Panel may also consider other aspects of the Fund and make decisions on those, for example application deadlines.
- **Promoting the Fund locally:** Panel members will be expected to play a role in promotional activity within the community they represent, e.g. distributing posters, forwarding emails, attending publicity events.
- **Participate in reviews of the Fund:** Every three years the Panel will undertake a review of the Fund, including its impact, grant-making strategy, and fund management arrangements.

Additional information

- The Panel will receive the support of a named staff member at Foundation Scotland, who will provide an induction to the role, relevant papers to

support Panel decision-making, and attend each meeting of the Panel. The Foundation will assess all applications to the Fund and support the Panel's review of the Fund Strategy.

- The number of Panel meetings is set at three per year. This may change in future years should the Panel decide.
- A conflict of interest policy exists for Panel members, aimed at ensuring they or any of their family members are not involved in decisions about grant applications they have direct involvement with.
- To promote openness and transparency in the management of community benefit funding, the Foundation may make brief information about Panel members available on its website. This will not include their contact details.
- For further information please contact Marion McDonald at Foundation Scotland on **07912 759524** or at marion@foundationscotland.org.uk