

LANGHOPE RIG WIND FARM COMMUNITY BENEFIT FUND

COMMUNITY PANEL MEMBER ROLE PROFILE

Overview

Panel members play an important role in the governance of community benefit funds, advising on fund distribution and awards. The Panel is an informal body of local residents drawn together for this purpose. Panel members may be young or old, working, studying, retired or unemployed. They may be a tradesman, 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 usually be expected to serve for up to three years. A conflict-of-interest policy ensures that Panel members are not involved in decisions about applications from groups they are directly involved in.

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 applications and provide assessment reports for Panel Members to review and which the Panel use to help guide their decision making. 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. The number of meetings will not exceed three per year.
- **Promote 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 Foundation Scotland, 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 seizing opportunities. This also involves occasional email correspondence dealing with Fund matters between meetings.

Additional information:

- The Panel can expect to receive the support of a named staff member at Foundation Scotland.
- The precise number of Panel meetings will depend on the available Fund balance, demand for grants, and the Panel confirming application deadlines. It may change from time to time but will not 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 will make brief information about Panel members available on its website.
- You can put yourself forward and still be part of a group that will apply to the Fund. The Panel conflict of interest policy helps manage this kind of situation.
- For further information please contact Sam Bramwell on 07718 769 060 or email sam@foundationscotland.org.uk