



Hadyard Hill Community Fund (Daily)

About Being A Panel Member

As a Panel member you have an important and valuable role to play in ensuring money is used to address local needs, in accordance with the community's own priorities. Although voluntary, this role is accompanied by several responsibilities, a key one of which is reading grant application assessments and make decisions about awards.

The Panel is a collective body, which exists only when it is in session. As a Panel member, you have no formal role regarding the Community Fund outside Panel meetings. You are however encouraged to promote the opportunity that the Community Fund offers to your community through providing funding for a range of projects and initiatives.

Advisory panel members are not remunerated but are entitled to claim their vouched expenses.

As a Panel Member you will:

Prepare for and attend regular Panel meetings.

Continuity is a matter of importance and members will be expected to attend on a regular basis. The Panel meets up to four times a year in person in Dailly, and meetings last around two hours. Panel members are expected to come to meetings prepared with copies of the agenda and relevant papers.

Conduct yourself appropriately at meetings.

You should contribute to Panel discussions in a relevant and constructive way and conduct yourself in an appropriate manner, in particular not interrupting other speakers and respecting the authority of the chairperson to direct the meeting. You should listen to the views of other Panel members and attempt to reach consensus decisions. Silence during discussion will be taken by the meeting as agreement. You should keep in mind the role of the Panel and keep to the meeting agenda.

Assist in making fair decisions and share responsibility for decisions.

You will aim to make unbiased and fair judgements of grant applications against the general aims of the Fund programme and the local priorities identified by the Panel, as summarised in the guidelines. Bear in mind that the Panel serves your community as a whole and not your

own demographic or special interest group. You will be expected to declare any conflicts of interest and observe the Panel's Conflict of Interest Policy regarding discussion of any applications you have a connection to. Panel members observe strict confidentiality about the applications being assessed, the discussions which take place, and the decisions made. You agree to respect the final decision of the Panel.

Contribute to maintaining the integrity of the Panel

As a Panel member, you agree to undertake any training provided by Foundation Scotland to enable you to become a more effective Panel member.

You agree not to act in a way that could bring disrepute to the Panel, Foundation Scotland (the fund administrator, SSE (the fund donors).

Interested?

Please get in touch with Claire Brown at grants@foundationscotland.org.uk