

## TERMS OF REFERENCE

### Funders' Collaborative Hub: Strategy Group

#### 1. The purpose of the strategy group is:

- To set and manage a strategy that will realise the vision of the Funders' Collaborative Hub ('the Hub'), which is that recovery and renewal leads to a sector that is effective, informed, inclusive and resilient in the new circumstances.
- Through the Hub, to ensure the design, delivery and management of a time-limited, collective, evidence-based and effective contribution by foundations to the recovery and renewal of the charity sector and support its capacity for action.
- The Hub will ultimately have a UK wide remit, with an England focus initially, but aiming to work with networks in Wales, Northern Ireland, and Scotland.
- To ensure that the work of the Hub reflects the collective views of the sector, including funders and charities.
- To maintain strategic oversight of the work of the Hub in line with the agreed purpose, vision and principles.

#### 2. The role of the strategy group will be to:

- Set the strategy for the Hub and agree the project delivery team workplan.
- Share intelligence and potential opportunities, networks or issues that will inform the strategy for the Hub.
- Reflect on learning from, and progress with, the Hub, reviewing the strategy for the Hub as necessary.
- Engage and inform the wider community of stakeholders about the purpose of the hub in order to deliver the vision.
- Inform the project delivery team of relevant strategic developments.

#### 3. Accountability

The Hub is hosted by the Association of Charitable Foundations (ACF). The strategy group will be chaired by the Chief Executive of ACF. It is responsible for developing and agreeing the strategy for the Hub. The project delivery team will develop the workplan to be agreed by the strategy group and will deliver the actions in this plan. Activity by members of the project delivery team (or others working on behalf of the Hub) will be managed on a day to day basis by ACF within

its governance structures. The project delivery team will report on its activity at strategy group meetings. ACF will provide the secretariat for the strategy group.

#### **4. Limits to remit**

The strategy group is not part of ACF and cannot make decisions or statements on behalf of ACF, nor direct ACF staff or commit to spending by ACF.

#### **5. Meetings**

- The strategy group will meet monthly.
- Meetings will be for a maximum of two hours, with some pre-reading and preparation.
- The agenda for meetings will be set by the chair of the strategy group.
- Papers will be distributed to strategy group members one week before each meeting.
- Members of the strategy group may join by telephone or video conference call.
- The notes of strategy group meetings will be shared with the ACF board and published by ACF.
- Decisions will be by consensus

#### **6. Membership.** The strategy group will be chaired by the Chief Executive of ACF. Membership will comprise:

- Up to nine representatives from Foundations/Philanthropy organisations, of whom at least one will be a member of the ACF board of trustees.
- Up to nine representatives from the charitable sector.
- One representative from government.
- Membership of the strategy group will be for a term of one year, reviewed at the six month mid-point.
- The panel will be reconstituted annually, and members may be reappointed for an additional one-year term.

#### **7. Secretariat:** ACF will act as secretariat to the Strategy Group.