



## **The Vascular Society**

### **Terms of Reference for the Circulation Foundation Committee**

#### **1. SCOPE**

- 1.1 The Circulation Foundation Committee is a committee of the Council of the Vascular Society and is established for the purpose of assisting Council to raise funds towards the aims of the Society.
- 1.2 In law the Vascular Society Council is responsible for the administration of the charity and for all fundraising and grant making initiatives carried out in its name and with this in mind Council have prepared these terms of reference to assist the Circulation Foundation Committee.

#### **2. MEMBERSHIP**

- 2.1 The Vascular Society Council will appoint the Chair and will ratify the appointment of members of the committee.
- 2.2 The Chair will normally be appointed from existing or previously elected Council members.
- 2.3 The roles of all members of the committee will be described in their job descriptions.
- 2.4 The Vascular Society Council will retain the right to remove the Chair and any members of the committee.
- 2.5 The total number of committee members will be determined from time to time by Council, but will include a minimum of two current Council members.

#### **3. TERM OF OFFICE**

- 3.1 The Chair and members of the committee may serve a maximum of four years subject to the discretion of Council and excepting the two Council members who will each be replaced by a current Council member upon completion of their term on Council.

#### **4. MEETINGS**

- 4.1 The committee will meet a minimum of four times each year, once at the times of the spring, summer and autumn Vascular Society Council meetings and once at the time of the Annual Scientific Meeting of the Society.



- 4.2 The quorum of meetings will be a minimum of four committee members, one of whom must be a Council member.
- 4.3 If a Committee member fails to attend more than three meetings in a row, they will be required to give up membership of the Committee
- 4.4 The committee must report its advice to the Council at its next meeting, the report to be given by the Chair.
- 4.5 The committee must keep accurate minutes of its meetings and must send a copy of them to Council as soon as is practicable.
- 4.6 In most cases decision making will be by consensus. In exceptional circumstances where consensus cannot be achieved, decision making will be by a majority vote of committee members present. In the event of a tied vote, the Chair will have the casting vote.

## **5. FUNDRAISING**

- 5.1 All fundraising initiatives that require significant financial outlay (e.g. more than 5,000) will require the prior approval of Council. Executive approval may be sought between Council meetings if necessary.
- 5.2 All funds raised or collected by the committee must be paid into the Circulation Foundation's bank account, through the secretariat.
- 5.3 The committee will not enter into any contracts or commitments in the name of the charity, without approval by the Officers of the Vascular Society Council.
- 5.5 All gifts in kind received by the committee, and the originals of all executed covenants, gift aid certificates and other documentary evidence of gifts (or promises of gifts), must be kept and filed in such a way that the Vascular Society can access the information at any point.
- 5.6 The committee must treat as confidential all information concerning the charity which it acquires in consequence of or in connection with its activities.