

BBC CHARITY APPEALS ADVISORY COMMITTEE TERMS OF REFERENCE

1. Constitution

- 1.1 The Executive Committee has approved these terms of reference for the BBC's Charity Appeals Advisory Committee (AAC). The AAC will report annually on its work to the Executive Committee and advise other delegated members of BBC management as appropriate.

2 Remit

- 2.1 The AAC's role is to help the Executive Committee and delegated BBC management (currently the Director of Editorial Policy and Standards and the Group Partnerships Director) manage risks to the BBC arising from involvement with charities whose fundraising appeals it broadcasts or promotes on its platforms. It does this by advising on:

- general policy matters relating to charity appeals;
- scrutiny and selection of charities to take advantage of regular broadcast appeal slots;
- risks relating to the governance, finance and strategy of those charities benefitting from major BBC appeals including the BBC's own charities (BBC Children in Need and BBC Media Action) and partners including the Disasters Emergency Committee, St Martin-in-the-Fields and Comic Relief.

3. Responsibilities

- 3.1 Working with the BBC Charity Appeals Advisor, the AAC's core responsibilities are to:

- advise on policy matters relating to all charity appeals associated with the BBC (broadcast or on other platforms);
- advise (in the first instance to the delegated BBC management specified above) on any risks to the BBC arising from the governance, strategy, finance, fundraising, fund distribution or any relevant associated activities of BBC Children in Need, BBC Media Action, Comic Relief, St Martin-in-the-Fields, DEC and other charity partners where funds are raised via broadcast or online appeals
- deepen the understanding of the Executive Committee and other relevant members of BBC management of the charity sector in ways that assist the BBC to maximise the value of its involvement for the benefit of both parties

- advise on the allocation of broadcasting time on BBC Television and Radio for regular appeals for individual charities;
- assist as required with charitable activity undertaken by BBC Local Radio
- give advice on the charitable sector as a whole, including best practice, fundraising and the management of funds raised; and
- to send an annual report, compiled by the Appeals Unit, to the Executive Committee, which is shared with the Director of Editorial Policy and Standards and the Group Partnerships Director.

The Chair of the Committee also meets annually with the Director-General.

3.2 The AAC has one sub-committee, the Allocations Sub-Committee, which recommends broadcast appeals for the weekly Radio 4 Appeal and BBC One's monthly Lifeline programme. All AAC Members, with the exception of the AAC Chair, are automatically members of the Allocations Sub-Committee. The Chair of the Allocations Sub-Committee also acts as the Vice Chair of the AAC.

3.3 The AAC is responsible for ensuring that a process is in place to appoint the Chair of the subcommittee and that it operates within any relevant policies and procedures notified to the AAC by the BBC.

4 Membership and attendance

4.1 AAC Members are appointed by the Executive Committee after an open application process. All Members are independent experts from outside the BBC with wide experience in the charitable sector. The attendance of deputies is not appropriate.

4.2 The AAC has 12 Members, including the Chair and the Vice Chair. Representatives from the Nations are invited to meetings on an ad hoc basis, as required.

4.3 Members are appointed for an initial period of three years. That initial period can be extended for a further three-year period by agreement between the AAC Member, the AAC Chair and the BBC Charitable Appeals Advisor. This combined term of six years can be extended further if an AAC Member takes on a new role within the AAC either as AAC Chair or as Chair of the Allocations Sub-Committee.

4.4 The AAC Chair is appointed by the Executive Committee. The post is advertised separately. The Chair is appointed for a three-year term which can be extended for a further three years by agreement between the AAC Chair, the BBC Charitable Appeals Advisor and the BBC's Director of Editorial Policy and Standards.

4.5 AAC meetings are attended by a number of BBC staff involved in the production of Appeals including the producers of the Radio 4 and Lifeline appeals, representatives from Editorial Policy and Legal. Other BBC staff members may also attend by invitation.

4.6 The BBC Charity Appeals Advisor (or their nominee) is Secretary of the Committee.

4.7 AAC members agree to abide by the conditions agreed in their Term of Appointment with regard to attendance, maintaining confidentiality, declaring conflicts of interest, speaking publicly about their role and acting within these Terms of Reference in the best interests of the BBC.

5 Quorum

5.1 The quorum necessary for the transaction of business is three AAC members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

6 Frequency of meetings

6.1 There are usually four quarterly meetings of the full Committee and four quarterly meeting of the Sub-Committee.

6.2 Meetings may be held without members being physically present in the same place, for example by telephone or video-conference. When a member attends by telephone or video-conference they are counted as being in attendance for the purposes of a quorum.

7 Notice of meetings

7.1 Meetings of the Committee are summoned by the BBC Charitable Appeals Advisor. Notice of each meeting confirming the venue, time and date is given at least three months in advance. An agenda of items to be discussed and meeting papers, shall be forwarded to each AAC Member and any other person required to attend approximately ten days in advance.

8 Minutes of meetings

8.1 The Editorial Policy Assistant shall minute the proceedings and resolutions of all meetings, including the names of those present and in attendance. Full minutes of the meetings will be available for ratification at each subsequent meeting.

8.2 The Secretary should ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Committee members should also advise the Secretary of any conflicts, as they arise, outside of the meetings.

9 Review and reporting

9.1 The Committee shall annually review its own performance and Terms of Reference and recommend any changes to the Executive Committee for approval.