



ABCD (Diabetes Care) Ltd

Terms of Reference for Appointing Members to an External Committee

For ABCD (Diabetes Care) Ltd to achieve its objectives, it works closely with other external committees, boards, and organisations. From time to time there is an opportunity for a member of ABCD to be appointed as a representative of the organisation onto the board/ committee of an external group. This policy outlines ABCD's process for such appointments and the ABCD representative's responsibilities.

Recruitment of ABCD representative to an external committee.

- All member appointments to external committees will be conducted openly and transparently.
- To be eligible to stand for election to an external committee a member must be a voting member of ABCD and be aware of and willing to accept responsibilities of the office and to work within the guidelines.
- When a vacancy for an ABCD representative on an external committee becomes available, the position will be advertised to the whole membership.
- Applications from interested members must be submitted on the relevant application webform provided before the deadline date specified on the advertisement.
- All applications received will be circulated to the executive team who will review the final list which will be circulated to the ABCD committee.
- If the number of applications corresponds to the number and nature of the ABCD representative vacancies then those applications will be elected automatically to the external committee without recourse to a vote. If the number of applications exceeds the number of places available, members of the committee will be invited to vote for as many candidates as they wish up to a maximum corresponding to the number of available vacancies. No voting preference will be required. Votes not received by the closing date, will be invalid. The appropriate number of nominees with the highest votes cast will be elected to the relevant position.
- The process of reviewing applications and criteria for selection will be made available to applicants upon request. Applicants will have the opportunity to have a follow up conversation with the chair as to why their application has/has not been successful should they wish.

ABCD representatives' responsibilities on an external committee.

The role of an ABCD representative on an external committee is to act as an ambassador of ABCD and ensure communication and collaborative working between ABCD and the external organisation.

All ABCD representatives are expected to:

- Abide by all ABCD policies including Code of Conduct, Conflict of Interest and Equality and Diversity policies.
- Abide by the external organisation's committee terms of reference and relevant policies.
- Communicate the charity's vision and promote ABCD's activities to the external committee and to other stakeholders.
- Participate in at least three out of every four external committee meetings.
- Provide regular feedback on activities to the ABCD committee.

The ABCD representative may be co-opted to the ABCD Committee to give support and advice on their area of activity for the duration of their role. If this is the case, the representative is expected to attend ABCD Committee meetings and provide a report on their activities before each ABCD committee meeting. The appointment of co-opted members ceases as soon as the ABCD member ceases to be an ABCD



representative on the external committee. Please also read the Terms of Reference for Committee Members document for more information.

Removal of ABCD representatives from an external committee

An ABCD representative shall cease to hold office on an external committee if they:

- cease to be a member of ABCD.
- become incapable by reason of, illness, narcotics, or injury of managing and administering their own affairs.
- resigns their office by notice to the ABCD Chair.
- fail attend at least three out of every four external committee meetings without the permission of the chair and the chair resolves that their office be vacated.
- fail to make a significant contribution at the external committee meetings.
- fail to represent and act as an ambassador for ABCD.
- fail have an active engagement with the ABCD committee, external committee, and other stakeholders.
- Receive a vote of no confidence or are deemed to have brought the Charity into disrepute and are asked by the Chair to resign. The member concerned may appeal to the executive team.

If an ABCD representative is removed from office, they will be unable to re-apply for another representative position.

ABCD Representative Expenses

All reasonable travel costs incurred by the individual will be reimbursed. In the first instance the representative will seek reimbursement from the organisation of the external committee they have been appointed to. If they are unable to obtain reimbursement from the external body, they may submit a claim to ABCD. ABCD expenses will be paid upon presentation of a completed [ABCD expenses claim form](#). Car travel costs will be reimbursed at a rate of 45p per mile and rail or air fares will be refunded at **standard** class upon presentation of a valid receipt.

Agreed by ABCD Executive Team: 14th May 2021

Agreed by ABCD committee: 19th May 2021

Approved by Trustees: 23rd June 2021

Date of next review: June 2024