

## Panel Member Protocol

Welcome to South Yorkshire Community Foundation's Assessment Panel. As a Panel Member, you will have an important and valuable role to play in helping SYCF to ensure that funding is distributed where it will have the greatest effect. Panel Members offer their time to the Community Foundation on a voluntary basis, and the Community Foundation recognises that their other commitments may have to take priority on occasion. The role is however accompanied by several responsibilities and to ensure that we can meet our obligations to our funders, we need you to sign to confirm you have read these.

Please read this agreement carefully, having understood it, **sign and date both copies** and then **return one** to the Grants Team.

As a Panel Member you are a volunteer of the South Yorkshire Community Foundation, as such you are expected to:

- ✓ Act as an ambassador for the Foundation and conduct yourself in a way consistent with ensuring that the Foundation is able to fulfil its obligations to third parties
- ✓ Represent the Foundation as a whole and not any individual fund
- ✓ Attend Panel meetings in their local region – we anticipate that there will be approximately one meeting every 3 months.
- ✓ Undertake any training provided by SYCF to enable you to become a more effective Panel member
- ✓ Observe strict confidentiality about the application forms being assessed and the decisions made. To ensure you are doing so sufficiently, please familiarise yourself with the SYCF Data Protection and Confidentiality Policy. This can be found on the SYCF website volunteer pages or you can request a copy from a member of SYCF staff.
- ✓ Declare any conflict of interest that may prejudice your decision about an application. Whilst your honesty and integrity are not in question, you must declare to the Panel any interest or involvement you have with any project before that project is discussed by the Panel
- ✓ Elect one of the grant assessment panel members to be Chair, who will be approved by the Trustees, unless there is another contractual requirement in place
- ✓ Make unbiased and fair judgements of applications against the selection criteria system specified by SYCF
- ✓ Listen to the views of other Panel Members and attempt to reach a consensus decision about projects
- ✓ Understand that you are an equal member of the Panel and do not have a veto on any decision of the Panel
- ✓ Respect the final decision of the majority of members of the Panel
- ✓ Develop and maintain good working relationships with other panel members and Foundation Trustees and employees
- ✓ Report any breach of this policy to South Yorkshire Community Foundation
- ✓ Destroy all electronic and paper copies of all application forms within one month of the Panel, including electronic copies held in emails and anywhere else you store application forms and other relevant documents on your device(s).
- ✓ Consent to SYCF holding your personal data whilst you are affiliated with SYCF as a volunteer and for this data to be held for 5 to 6 years following your departure from your role before being destroyed.

Grant Panel Members are not remunerated, but are entitled to claim their vouched expenses. If you feel at any time that you are unable to continue to follow the Panel Member protocol, please do not hesitate to contact us.

Declaration

**I confirm I have read and understood the protocol and that I serve as a panel member at the discretion of SYCF, who have the right at all times to change membership of the panel if the protocol is contravened.**

Name (print):

Signature:

Date:

Signed on behalf of the Trustees:

Date: 30<sup>th</sup> March 2017

A handwritten signature in black ink, appearing to read "Pamela Nema". The signature is written in a cursive style with a large initial 'P' and a long, sweeping tail.