



Advisory Committee – terms of reference

National Back Exchange

Responsible Person
Vice Chair

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1. Version Control Summary

Date	Version no.	Summary of changes	Consulting group / person
May 2023	1.0	New Document developed in line with NBE becoming a Charitable Incorporated Organisation as of 29th March 2023	† S Love, Chair A Walker, Finance Director T Christy, Finance at Associations Administration Team <small>† Posthumous</small>
October 2024	1.1	Section 5.1 amended to reflect a change of period of term time is expected to be three years and members of the committee will be reviewed annually by the Board of Trustees.	Kerry Kemp, Chair of the Advisory Committee, Vice Chair, NBE Board of Trustees Mike Fray, Advisory Committee Member John Williamson, Advisory Committee Member
January 2025	1.2		Kerry Kemp, Chair of the Advisory Committee, Vice Chair, NBE Board of Trustees Mike Fray, Advisory Committee Member John Williamson, Advisory Committee Member

2. Introduction

The Advisory Committee is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the Board of Trustees (the Board) of National Back Exchange (NBE) in order to more effectively guide them. The Advisory Committee does not have formal authority to govern the Board. Rather, the Advisory Committee serves to make recommendations, provide key information, and to support the Board to fulfil the aims and objectives of NBE.

The Advisory Committee is able to focus narrowly on a specific issue in order to advise or support the Board. The advisory committee may review/monitor/assess a specific project, serve as advocate for the Board to the community it serves, gather input from/serve as a liaison with relevant constituencies, provide feedback to the Board from the community, provide technical expertise, provide an independent/unbiased sounding board, and assist the Board in determining important activities.

3. The role of the Advisory Committee

To provide the Board of Trustees with information and advice relating to:

- An overview of the activity of the organisation to ensure the successful delivery of the organisation to support the aims and objectives of NBE.
- Maintaining the services and support to the membership at all levels.
- Opportunities for the organisation to promote issues of safe moving and handling systems in the wider political, social, national or international forums.
- Financial planning and expenditure.
- To ensure tenders for goods or services over an amount specified in the current Standing Financial Instructions (SFI) are transparent, equitable and are managed according to the processes outlined in the SFI.
- To assist/support the Board in matters where the Board decides it would benefit from the committee's input.

4. Purpose of the Advisory Committee

- To undertake an assessment of the annual budget prepared by the Finance Director prior to the budget being presented to the Board for approval. Any matters arising will be communicated by the Chair of the Advisory Committee to the Board to inform the board's decision in approving, amending or rejecting the budget.
- Any decisions made by the Board, excluding business-as-usual activities, that involves a financial outlay in excess of £10,000 or a liability is incurred in excess of 15% of the annual budget must be approved by the Advisory Committee. Business-as-usual activities are conference, column, and management association fees.
- Any changes to the capital reserve threshold or the current account balance must be agreed by the Advisory committee.
- Any tender process undertaken by the Board which exceeds £20,000 must be agreed by the Advisory Committee. For tenders between £10,000-£19,999 where

doubts have been raised concerning value for money or adequate competition may be referred to the Advisory Committee for consultation.

- The Advisory committee can be approached by the Chair of The Board for consultation in any business of the organisation.
- Members of the Advisory Committee may be invited by the Chair to attend a Board meeting for input with agenda items. Invited Advisory Committee members are not entitled to vote at a Board meeting, nor to contribute to the quorum of the board meeting.

5. Membership

Anyone can be selected to sit on the committee if they have the requisite skill, experience and knowledge as deemed appropriate by the Board of Trustees. Members are not limited to current members of NBE.

5.1 Selection onto the committee

- Prospective members must be nominated and seconded by current members of the Board of Trustees at a Board of Trustees meeting.
- The member is voted on and must be passed by a majority of Board members present. For a period of time that is expected to be three years.
- The members of the committee will be reviewed annually by the Board of Trustees.

5.2 Removal from the committee

- Members may be removed from the committee if they are nominated and seconded by current members of the Board of Trustees at a Board of Trustees meeting. The member concerned should be given 2 weeks' notice of the intention to remove them from the group with a written statement for the reasons.
- The member is voted on to be removed which must be passed by a majority of Board members present.
- Appeals to a member's removal can be made to the Chair of the Board of Trustees within 1 week of the decision being made.

5.3 Structure of the committee

- The committee will be chaired by the Vice Chair of the Board of Trustees or another member if this is agreed by a majority of the Board of Trustees at a meeting of the Trustees.
- The Chair of the committee will call and chair the meetings.
- Meetings need 3 members to be quorate

The committee is limited to 4 elected members voted for by the Board of Trustees plus the Chair of the Committee (vice chair of the Board of Trustees). An additional two members can be co-opted onto the committee to fulfil a particular role or be responsible for a particular task.

Co-opted members must be nominated and seconded by current Committee members and adopted by a majority vote. Once the role or task they have been co-opted for has been completed the co-opted member(s) must stand down. Any co-opted members are not entitled to vote or contribute to the quorum of the Advisory committee. If the number of members of the committee falls below three or a quorum has not been reached on two consecutive meetings, a meeting of the Board of Trustees will be called as soon as possible for additional members to be invited onto the committee.

As members of the committee are not limited to the NBE membership they may be members of other organisations.

5.4 Period of membership

There is no time limit to a member serving on the committee.

6. Accountability

The chair of the committee is responsible for reporting back to the Board and being the liaison between the committee and the Board. Individual members of the advisory committee may be invited by the chair of The Board to attend a Board meeting and contribute to specific agenda items. Any concerns or issues with the proceedings of the committee raised by members or co-opted members should be made to the Chair of the Board.

7. Review

The chair of the advisory committee will provide an annual report to the Board of Trustees which will include suggestions for possible changes in practice and scope for the committee. Any changes necessitating a modification to this document must be ratified by a majority vote of the Board.

8. Working methods / ways of working

The Advisory Committee will decide an appropriate working method to achieve the results it needs.

9. Meetings

A minimum of one meeting per year to approve and/or comment on the financial budget presented by the Financial Director before it is submitted to the Board of Directors at the Business planning meeting. Further meetings will be scheduled as required.

Meetings will be chaired by the Chair of the Advisory Committee (the Vice chair of the Board of Directors, or another Board member voted by the Board of Trustees)

Agenda items may be submitted to the Advisory Committee by the Chair of the Board of Trustees or by any member of the Advisory Committee. The agenda will be compiled by the Chair of the Advisory Committee.

The Chair of the Advisory Committee will email the agenda and timings for the meeting at least 7 days prior to the meeting.

The format of meetings will be determined by the Chair in consultation with other members of the Committee.

The Chair of the Advisory Committee shall nominate another member to take minutes at each meeting and distribute these to committee members and also place them on the shared drive to be accessible to the Board.

10. Sharing of information and resources (including confidential materials)

Information will be shared via a secure digital storage platform (including password protection) accessible to all members and co-opted members of the Advisory Committee (to be decided by the Committee at its first meeting). The Chair of the committee will share the agenda and minutes of meetings on the shared G-drive (or other platform as determined by the Board) and be accessible to the Board in an expedient manner.

All members of the Committee are responsible for being aware of confidentiality and copyright issues and make any concerns aware to the Chair of the Committee.

11. Process Review

This policy will be reviewed by the Vice Chair or designates of the National Board of Trustees every two years from the date of publication or earlier depending on legal requirements, best practices, national guidelines, or organisational changes.

12. Audit - Monitoring Process

Monitoring process	Requirements
Who	<ul style="list-style-type: none">• National Back Exchange Board of Trustees• Association's Administration Team
How	<ul style="list-style-type: none">• Ongoing feedback from Advisory Committee members, Board of Trustees
Presented to	<ul style="list-style-type: none">• Board of Trustees
Monitored by	<ul style="list-style-type: none">• Chair• Vice Chair• National Back Exchange Board of Trustees• Association's Administration Team
Completion / Exception report to	<ul style="list-style-type: none">• Extraordinary circumstances beyond the control of National Back Exchange and / or Association's Administration Team

13. Appendix 1- Members of the Advisory Committee

Date	Advisory Committee Members
May 2023	† S Love, Chair NBE Board of Trustees A Walker, Finance Director T Christy, Finance at Associations Administration Team † Posthumous
October 2024	Kerry Kemp, Chair of the Advisory Committee, Vice Chair, NBE Board of Trustees Mike Fray, Advisory Committee Member John Williamson, Advisory Committee Member
January 2025	Kerry Kemp, Chair of the Advisory Committee, Vice Chair, NBE Board of Trustees Mike Fray, Advisory Committee Member John Williamson, Advisory Committee Member