



## **EUPATI ADVISORY COMMITTEE – TERMS OF REFERENCE**

October 2021

### **I. GENERAL FUNCTION**

According to the EUPATI Foundation Operating Rules, Advisory or Operational Committees may be established by the Executive Director to *“increase its knowledge base and depth of available expertise and to further the work of the organisation, or to inform and support projects and operational tasks of the Foundation”*.

The EUPATI Board adopts Advisory or Operational Committees.

The Executive Director establishes the mandate and Terms of Reference of those committees.

The description of the role and functioning of committees and any special policies related to their role will be created by the Executive Director and presented to the EUPATI Board for adoption.

This document describes the role and functioning of the EUPATI Advisory Committee, adopted by a Board Decision on 21 January 2021.

The function of the members of the Advisory Committee shall be to advise and make non-binding recommendations to the EUPATI Foundation Board and the Executive Director with respect to matters within the areas of their experience and expertise. The members within the Advisory Committee act as the interface with external members of the professional or functional group to which they belong.

### **II. MEMBERSHIP**

The Advisory Committee shall have not less than three (3) members.

The members shall be appointed by the Executive Director of the Foundation.

The term of service for members of the Advisory Committee will be three years from the date they are appointed or until their successor is duly appointed or until their earlier resignation, or removal by the Executive Director of the Foundation, or death.

A member of the Advisory Committee may be appointed for an additional term upon mutual written agreement between the Foundation and the member.

The Executive Director shall appoint a Coordinator for the Advisory Committee who also acts as Chairperson of the Advisory Committee. The Coordinator may choose to assign a Member of the Committee as a Co-Chairperson.

The Executive Director, in consent with the Chairperson, shall have the authority, to remove any member of the Advisory Committee.

### **III. MODE OF OPERATION**

The Advisory Committee shall meet at least two (2) times per year, upon no less than a ten (10) day advance notice, with each meeting date to be designated by the Chairperson after prior coordination with the members. In general, the meetings are virtual.

The sole responsibility of the members of the Advisory Committee shall be to meet and make recommendations to the Foundation as to matters within the areas of their experience and expertise based on the members’ reasonable research, study, and analysis.

The Advisory Committee’s role shall be purely ministerial and advisory and shall take no responsibility for the management of the Foundation’s business and affairs.

The Foundation shall have no obligation to adopt, or otherwise be bound to act upon, any recommendation of the Advisory Committee, but shall, in its sole and absolute discretion, have the ability to take the Advisory Committee’s recommendations under advisement.

### **IV. COMPENSATION AND EXPERTISE REIMBURSEMENTS**

The members of the Advisory Committee exercise their role on a voluntary basis. They are entitled to compensation of expenses (e. g. travel and accommodation) according to the Foundations’ Policies and Procedures. All expenses must be pre-approved by the Executive Director to be eligible for reimbursement.