

# Centre for the Evaluation of Complexity Across the Nexus (CECAN)

## Advisory Board

### Terms of Reference

#### (A) Role and Purpose

To advise on the general strategy for CECAN in order for it to achieve its objectives. The Board will meet to hear reports on current plans and research activity and to hear from Board members about their views on this and on future research priorities, and key issues in policy and practice.

#### (B) Members, Chair, Attendees, Secretary, Terms of Office

1. The Advisory Board will normally consist of not more than 20 members.
2. The Board will meet at least twice a year.
3. Membership will have a mix of academic, government, business and third sector members. It is expected that attention is paid to the gender balance, geographical distribution, and sector representation when determining the membership of the Board.
4. The Centre Director, the Centre Deputy Director, and the Centre Manager will be in attendance at meetings of the Board. The Centre Manager will be responsible for providing administrative support for Advisory Board Meetings and taking Minutes.
5. The Centre Director will nominate the Chair and Deputy Chair of the Board, each of whom will serve in this post for up to three years.
6. Membership of the Advisory Board will be reviewed after three years. Members may terminate their post in writing (by email or letter) to Chair of the Board.
7. In the absence of the Chair, meetings are to be chaired by the Deputy Chair.
8. The role of member is unpaid but the Centre will reimburse members for all reasonable costs that they incur in fulfilling their roles on the committee (e.g. travel and subsistence costs) and which cannot be recovered from their own organisation.
9. Details of its Advisory Board will be published on the CECAN website including membership and terms of reference.

#### (C) Duties of the Advisory Board

1. To advise on general strategy for CECAN in order for it to achieve its overall objectives, acting as a critical friend in relation to the overall shape, direction and policy relevance of its programme;
2. To advise on potential sources of funding and opportunities for sustaining the Centre following the initial funding;
3. To advise on publications and other outputs;

4. To act as ambassadors on behalf of CECAN, attending key events where possible and networking with key players/audiences on its behalf;
5. To support the project in its impact generating activities – offering advice on the development of the communication plans; supporting CECAN in the dissemination of its outputs to key audiences and potential users of the Centre; offering pathways into user groups.

#### (D) Meetings

1. The work of the Board will be based to some extent upon virtual communication and consultation. However, the Board will meet face-to-face at least twice a year.
2. Meetings will take up no more than half a working day and will be scheduled to meet the needs of appropriate travel to London.
3. The Board may also engage with members on a bilateral or small group basis to pursue particular avenues for support and advice.

#### (E) Minutes and Reporting

1. All proceedings and resolutions of the Board will be minuted; such minutes being circulated, and agreed as accurate by email but then formally approved and signed at the subsequent meeting. Draft minutes will be posted on the CECAN website once they have been initially agreed as accurate by email.
2. Minutes will be circulated to Board members and to those in attendance.

#### (F) Review of Terms of Reference and Working Arrangements

1. The Board's ToR, membership and working arrangements will be reviewed annually.

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