

CHARITY LAW ASSOCIATION

Standard Terms of reference for Working Parties

- The scope of the work to be undertaken will be set by the Executive Committee of the Association.
- Working Parties will usually be chaired by a member of the Executive Committee and all Working Party members must be members of the Association.
- The Chairman of the Working Party will prepare the draft invitation to members which will be sent to the Administrator to be circulated to all members. The Chairman of the Working Party may select its members as he or she thinks fit. Wherever possible, however, the Chairman should aim to include at least one person on the Working Party who has not more than five years post qualification experience as a charity practitioner or charity professional.
- The business of the Working Party may be conducted by meetings, telephone conferencing or by email as the Chairman thinks fit. All reasonable efforts should be made to accommodate participation by members of the Working Party unable to travel to meetings.
- All those volunteering to take part are expected to be active participants. The work involved will vary according to the task undertaken. Generally, it is likely to involve reading the relevant consultation or other documents which are the subject of the Working Party, attendance at Working Party meetings (remotely if necessary), preparation (alone or in small groups) of particular aspects of the Working Party report and commenting on the draft report/draft papers prepared by other colleagues on the Working Party. Members should therefore be prepared to devote a reasonable amount of time to their involvement.
- Members of Working Parties may be reimbursed reasonable out-of-pocket expenses from the Association on application through the Chairman of the Working Party. Where necessary this includes secretarial costs. Other costs (such as Counsel's fees) may only be incurred in consultation with the Chairman of the Association.
- The report or findings of the Working Party must be sent to the Administrator on completion. It will then be put on the Association's website and will be accessible to all members *and may also be made publicly available*¹. Working Parties should bear in mind that the report or findings should be capable of being read and understood as stand-alone documents, so that where necessary documents on which the report is commenting should be attached or relevant extracts should be included.
- The report of findings of the Working Party must contain the statement:

"The members of the Working Party serve in a personal capacity and the views expressed in this submission should not be taken to be the formal opinion of the

¹ The general principle is that, once a report has been submitted, it becomes a public document and, as such, a copy of the report will normally be supplied upon request.

organisation that they represent. Similarly, the views in this paper should not be seen as constituting the opinion of CLA members as a whole”.

- Where the work of a Working Party leads to invitations to present evidence (for example to Parliament) or to speak on behalf of the Working Party, such invitations will be referred in the first instance to the Chair of the Working Party to be dealt with or allocated as appropriate.
- Any media enquiries relating to the work of the Working Party are to be referred in the first instance to the Chair of the Working Party, or if they are unavailable to the Chair of the Association. Any other member of the Working Party communicating with the media is expected to take special care not to present themselves as representing the Working Party or the Association and to treat all Working Party business with proper discretion.

Last revised November 2017