



ICOM UK

Bursary Committee - Terms of Reference

Introduction

The International Council of Museums (United Kingdom) is a registered charity and is constituted as a Company Limited by Guarantee, without share capital, and as such its role and operation is set out in its Memorandum and Articles of Association. Under Article 50, "The Executive Board may appoint one or more sub-committees consisting of three or more members of the Executive Board for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Board would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Board."

The ICOM UK Executive Board has established the Bursary Committee to support it in its responsibilities relating to the administration of the designated ICOMUK Travel Bursary Fund and the restricted Camilla Boodle Fund. This document sets out the terms of reference for the Bursary Committee.

Membership

The Executive Board will appoint three of its members to serve as its Bursary Committee. The Committee may, as deemed necessary, co-opt individuals to serve on the Committee that are not members of the Board or the Charity. The Committee will be chaired by a member of the Board other than the Chairman of the Board.

The Committee may invite other individuals or organisations to attend all, or part, of its meetings.

The Committee shall appoint one of its members to undertake the necessary secretariat support.

Authority

The Executive Board has authorised the Bursary Committee to investigate any activity within its terms of reference and may seek any information it requires from individuals or organisations outside ICOM (UK). In so doing it may co-opt additional members to the ranks of the Committee and procure specialist ad-hoc advice (subject to any related expenditure being agreed by the Board).

Meetings

The Bursary Committee shall meet as circumstances require or as deemed necessary by the Committee Chair. Such meetings may take place at a particular venue, via a telephone conference, or through other, virtual media.

A minimum of two members of the Audit Committee will be present for the meeting to be deemed quorate.

The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

The Executive Board or its Chairman may ask the Bursary Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

Reporting

The Bursary Committee will provide a written report to the Executive Board after each meeting, which may contain recommendations for action.

It will also provide the Executive Board with an Annual Report, timed to support finalisation of the annual accounts and the Statement of Internal Control, summarising its conclusions from the work it has done during the year.

Responsibilities

The Bursary Committee will advise the Executive Board on:

- Make recommendations to the Executive Board on the allocation of grant assistance to ICOM (UK) members in pursuit of the company's objectives;
- Set and review the terms and conditions of the grant schemes and programmes
- Assess the grant applications received;
- Where appropriate, establish a scheme of delegation for the assessment and allocation of funding to ensure the effective and efficient distribution of grant assistance;
- Set and review the assessment criteria relating to the ICOM (UK)'s various grant schemes;
- Review the effectiveness of the grant schemes;
- Operate within the budget set by the Executive Board;
- Undertake these and any other appropriate responsibilities, as and when required, on behalf of other grant distributing bodies.

Indicative Work Programme

ICOM (UK) Travel Bursary Fund

This fund has set criteria that state that the deadlines for the receipt of applications are 31st March, 30th June, 30th September and 31st December in each year. As required, the Committee will meet within fourteen days of these dates to assess and make recommendations upon all applications received at each deadline.

Camilla Boodle Fund

This fund has set criteria that state that applications may be submitted throughout the year and that there are no specified deadlines. As required, the Committee will meet within fourteen days of the receipt of any application.

Agreed by the Executive Board
12.09.2011