

## **Terms of Reference**

### **Young Adults Advisory Panel**

#### **Purpose**

1. Provide strategic advice to the Board on issues where a young adult's voice is required to understand and meet the needs of young adults with Crohn's and Colitis.
2. Provide advice on broad programmes of work undertaken by the charity and the development of strategic plans.

#### **Membership**

3. The Panel will have up to 12 members to provide sufficient diversity of voice.
4. The minimum age limit of the members will be 18 and the top age limit will be around 28.
5. The Chair of the Panel will be appointed by the Board of Trustees.
6. The Chair will attend Board meetings when required.
7. The Panel will elect a Vice Chair to deputise in the Chair's absence. Final approval of these appointments will be by the Board of Trustees.
8. Members will need to have lived experience of either of the conditions, and this includes lived experience through a family member.
9. The terms of office will be two years. There will be a possibility of a further term if agreed by the Chairs of the Board of Trustees and the Young Adults Advisory Panel.
10. Panel Members are appointed by the Board following an open recruitment process that promotes inclusivity and diversity.

#### **Meetings**

11. There will be a minimum of two meetings a year one of which will be face to face.
12. Six Panel members must be present including the Chair or Vice Chair for meetings to be quorate.
13. Members who fail to attend two or more consecutive meetings of the Panel should review whether they have sufficient capacity to serve on the Panel and may be asked to resign their position.

14. Any Trustee may attend a meeting but only Panel Members are eligible to vote.
15. Executive staff may also attend but will not be eligible to vote.
16. Written notes of all meetings will be made as a record of discussions and decisions.
17. The Panel will run for two years and be reviewed after one year.

**Reporting**

18. The Panel will provide reports of all its meetings for review at the meetings of the Board of Trustees.