Terms of Reference for Regional Business Boards

1. Background

1.1. Regional Business Boards (referred to in these terms of reference as "RBBs") were established under Article 60 of the Articles of Association and shall carry out the activities set out below.

2. Purpose

2.1. RBBs exists to support British Heart Foundation (BHF) in harnessing the power of the local business community to help fund life-saving research. Made up of influential business leaders and individuals with a strong connection to cause, this volunteer board will operate on behalf of BHF, leveraging support from their networks to raise substantial funds and awareness. Additionally, its members may be engaged to provide strategic advice, and will act as ambassadors for BHF's mission.

3. Objectives

3.1. Support BHF's ambition by harnessing the power of the local business community, through:

3.1.1. Developing a calendar of activity which engages the local business community in order to secure income for BHF-funded research.

3.1.2. Identifying and facilitating introductions between prospective corporate partners capable of 5 figure contributions and BHF staff members – namely the Regional Manager and the Senior Regional Partnerships Manager.

3.1.3. Champion BHF's cause and fundraising campaigns within Members' spheres of influence.

4. Membership

4.1. Membership of an RBB consists of external Members and BHF Staff Members as follows:

Role	
Chair*:	Leads and coordinates the activity of the board, chairing meetings and assigning tasks/actions/roles as necessary (specific role descriptions available).
Treasurer*:	Oversees all financial matters & activity of the board, ensuring all income raised is sent to the BHF accordingly, with relevant accounting procedures in place where necessary.
Other Members:	Contributes via skill set & network to board goals, supporting where needed and taking on specific tasks as necessary. A Board may decide to create sub committees e.g. events committee, partnerships committee etc… Additional specific roles are encouraged such as Social Media /Comms lead
BHF Ex-Officio Members:	Fundraising Manager – attends meetings where possible Regional Manager – supports as required Head of Community Fundraising – approves Chair appointment, in consultation with RBB Regional Manager Lead; provides updates via Area / Local Fundraising Manager Partnership and Senior Networks Lead – responsible for overarching strategy in relation to Senior Corporate Volunteers.
In Attendance:	Attendance by non-members shall be at the discretion of the Chair of the RBB, Local Fundraising Manager / Area Fundraising Manager, as appropriate
*The roles of the Chair and Treasurer must be filled.	

3.2. The Chair of the RBB is identified by the Regional Fundraising Manager with support from Regional Business Board Lead, and agreement from the Head of Community Fundraising. The Partnership and Senior Networks Lead should also be consulted.

3.3 Appointment of the Chair is contingent upon the required references and due diligence checks.

3.4. Membership of the group, other than ex-officio Members, is at the discretion of the Chair of the RBB and Head of Community Fundraising (whose responsibilities can be delegated to the Regional Fundraising Manager) and will reflect the issues being addressed and therefore the expertise required.

3.5. Term of office shall be at least 2 years, thereafter renewable for subsequent terms with mutual agreement between BHF and the Chair of the RBB.

3.6. RBB Chair and Members are expected to comply with all BHF mandatory volunteering processes and training.

3.7. RBB Chair and Members are expected to maintain a broad and current understanding of BHF's Partnership and Relationship Fundraising operations, which should be informed by attendance or participation in relevant events, fundraising activities, and engagement with marketing communications (newsletters, websites).

4. Quorum

4.1. The quorum for an RBB will be 4 of its Members.

5. Attendance

5.1. All members of the RBB shall be expected to attend as many meetings as possible, with a minimum requirement of 4 meetings per year.

5.2. Attendance by non-members shall be at the discretion of the Chair of the RBB and BHF Ex-Officio Members.

6. Meetings

6.1. The RBB shall meet a minimum of 4 times a year, duration of c.2.5-3 hours per meeting.

6.2. Meetings may be held either in person, virtually or hybrid as appropriate.

6.3. The RBB Chair must ensure that minutes of each meeting are kept as a record of discussions and any actions.

6.4. The RBB Chair must ensure that any conflicts of interest have been properly recorded.

7. Authority and Lines of Reporting

7.1. The RBB's role is advisory, it does not have any delegated powers from the Board of Trustees, nor legal or fiduciary responsibilities.

7.2. It shall report to the Head of Community Fundraising and other BHF staff as relevant through:

7.2.1. The attendance of the Fundraising Manager in relation to RBB meetings.

7.2.2. The reports of the Fundraising Managers, as included in the performance updates.

7.3. The RBB is authorised by the Board to undertake any activity within its Terms of Reference.

8. Activities

The RBB shall:

8.1. Receive regular updates / reports from the Fundraising Manager.

8.2. Provide advice and assistance to BHF members of the RBB on current developments within corporate fundraising / ESG and matters affecting the external market in their given region / area.

8.3. Bring to the attention of BHF members, any significant matters under consideration by the RBB and any urgent or critical matters that may affect BHF's corporate fundraising operations and/or the reputation of the BHF.

8.4. On an ad-hoc basis, facilitate introductions, host / attend key stakeholder meetings and attend functions as required.

8.4.1. In the case of events organised / hosted by the RBB on behalf of BHF, event planning documents must be completed to ensure compliance with BHF public liability insurance.

9. Responsibilities of BHF members

In light of the fact that the RBB's role is advisory and does not have any delegated powers, nor legal or fiduciary responsibilities, BHF members shall retain responsibility for:

9.1. Approving overall policy in relation to the region's fundraising strategy, including the approval of the Budget and High-Level Plan, and determining how the RBB should support this.

9.2. Formally approving the business case for any major projects and/or items of capital expenditure.