

The Knapp Foundation
Registered Charity Number: 1200294

Terms of Reference for the Executive Board of the Knapp Foundation

- 1.1 The Executive Board has responsibility for the effective running of the Foundation. It is responsible for the execution and management of the general policies of the Foundation, and for the execution and management of, and reporting to the Trustees on, the Foundation's Strategic Plan.
- 1.2 The Executive Board is a sub-committee of the Board of the Trustees of the Foundation and is responsible to it. Its chairman is the Director of the Foundation. The Executive Board may not diverge from the policies, decisions and express wishes of the Trustees, nor may it substitute for or act in any way contrary to the responsibilities of the Trustees either in law or in relation to any regulatory body to which the Trustees are answerable.
- 1.3 The membership of the Executive Board consists of the Director and at least one other trustee, appointed by the Board of Trustees. The Director will co-opt others on to the Executive Board either temporarily or ordinarily as he sees fit, for the purposes of ensuring the Executive Board can fulfil its responsibilities. There should be no ordinary members of the Executive Board without clear functions or responsibilities.
- 1.4 The Executive Board will meet termly, and at least three times a year. Within the policies and framework set by the Trustees, the Director assumes day-to-day responsibility for the running of the Foundation ordinarily, but will advise the Executive Board of his decisions and activities at each of its ordinary meetings.
- 1.5 The Director will report on the activities of the Executive Board to the Board of Trustees at least once a year, as part of normal reporting and oversight of the activities of the Foundation. The Executive Board will make recommendations to the Trustees on matters of policy, but must take direction on matters of policy from the Trustees.
- 1.6 The Executive Board, under the Director and assisting him, has oversight of:
 - A The Academic Advisory Board, whose membership must be reviewed and confirmed periodically by the Trustees
 - B The management and good functioning of the research activities of the Foundation
 - C The effective running of the Foundation
 - D The appointment, management, statutory responsibilities to, and (where appropriate) welfare of, the Fellows of the Foundation
 - E Relations with other bodies and organisations with which the Foundation has an interest