AHRC Advisory Board Terms of Reference

**Purpose**

The Advisory Board provides AHRC expert support and advice. The Advisory Board’s advice reflects the arts and humanities research communities’ perspectives on the needs and challenges facing arts and humanities research, innovation and practice, and supports the development of strategic partnerships that facilitate opportunities for the delivery of AHRC’s vision.

**Scope**

The Advisory Board has the following goals:

* champion arts and humanities research and foster a diverse arts and humanities research culture.
* provide a sector perspective that is balanced and evidence-based, facilitates a deep dive into themes and priorities, and looks beyond the existing programmes and structures to identify wider issues and trends.
* support emerging strategic themes and advocate for new ideas by identifying trends and success factors, providing contextual awareness and insight into community foci and issues.
* reflect the views of the academic community and beyond.

**Form**

The Advisory Board will be chaired by a member of AHRC Council. The Chair will be appointed by the Executive Chair from the membership of the AHRC Council. An additional letter of appointment will be issued to the Chair alongside their Council letter of appointment. Their role as Chair will not exceed their membership of the AHRC Council, which in turn cannot exceed 6 years over 2 terms.

The Advisory Board will consist of no more than 12 members. A minimum of seven Advisory Board members (including the Chair) must be present for the meeting to be deemed quorate. Specialist members may be drawn in for specific items, as required.

The AHRC Director of Research, Strategy and Innovation and AHRC Director of Partnerships and Engagement serve as the AHRC lead for ECDG on Advisory Board. The members of the AHRC Executive Chair and Directors’ Group (ECDG) are not members of Advisory Board, though they may attend its meetings and may represent the Executive Chair in soliciting and gathering feedback from the Advisory Board.

There will be two meetings of the Board a year (spring and autumn), which members are required to attend (in person or virtually). Apologies may be given by exception.

AHRC will retain the ability to call additional and extraordinary meetings to advise on important or urgent matters and enable advocacy and/or assurance back into the community.

Advisory Board proceedings will be reported in summary to AHRC’s Council to bring a broader community perspective on matters under consideration at Council. Advice from the Board will also be directed to the Executive – with the Board’s focus and agenda determined by the AHRC Director(s) working with the Chair.

Secretariat will be provided by the AHRC Governance Team.

**Monitoring, Evaluation and Learning**

The Executive will conduct an evaluation of Advisory Board’s effectiveness and periodically invite members to conduct self-assessments as part of these review processes.

**Membership and Responsibilities**

Members will be appointed for either two or three years. Members will serve for no more than 2 terms. In order to ensure maximum flexibility and continuity across the membership, AHRC will ensure terms are staggered.

Members of the Advisory Board will have a significant research record in the arts and humanities or a record of active engagement with arts and humanities research, and be experienced at articulating the value of arts and humanities research to a range of audiences.

While the Advisory Board will primarily include academic members, there will also be appropriate representation of non-HEI user communities.

Members of the Advisory Board sit on the board as individuals rather than as representatives of a particular organisation.

Each member of Advisory Board should:

* have the ability to contribute to the development and implementation of AHRC strategy;
* have a significant research record in the arts and humanities, or a record of active engagement with arts and humanities research;
* be experienced at articulating the value of arts and humanities research to a range of audiences;
* have visibility in, and the capacity to connect across, sectors and/or disciplines of direct relevance to AHRC.

In addition, membership must be such that AHRC Advisory Board as a whole possesses:

* knowledge about interdisciplinary working;
* experience of or knowledge about the various user communities (private, public or third sector) of arts and humanities research, and their needs;
* knowledge of international research issues and the ability to contribute to international arts and humanities research strategy;
* familiarity with the wider UK higher education policy context within which AHRC strategy is set, including innovation, impact and knowledge exchange.

AHRC will enable better links between members and AHRC investments. Membership of programme advisory groups and the Peer Review College is encouraged (subject to conflicts of interest). AHRC will ensure strong visibility of the Board with staff.

**Declarations of Interest**

Members of the Advisory Board will be required to operate in line with the AHRC’s declarations of interest policy. Members are expected to declare any interests or conflicts which may affect, or be perceived to affect, their ability to act as an independent and impartial advisor. All potential conflicts of interest for the Board members will be considered on a case-by-case basis. Any attendees may collectively, or individually, be requested to withdraw from meetings of Advisory Board, if required to do so.

**Nominations and Recruitment**

Periodically, AHRC will issue an open call for self-nominations to the Board via our website and publicised via other routes, and also invite nominations from across key stakeholder groups as needed. Recruitment for new members will be based on an evaluation of gaps in expertise and will seek to maintain diversity in Advisory Board membership. Members can suggest areas for recruitment based on self-review of skills gaps.

Members’ terms may be terminated by AHRC without notice if attendance becomes so variable as to interfere with the good running of the Board and its activities.

**Remuneration**

AHRC will pay honoraria for the breadth of activity undertaken by advisory members, including meetings, ad hoc advice and other activities in service of the Board’s vision and mission. AHRC will also remunerate for panellist activities but in accordance with panellist reimbursement. Programme level advice, where appropriate, is covered by honoraria.