



TERMS OF REFERENCE

National Strategy Forum (including the AGM)

Purpose of group

- To elect the board of directors of the Federation of Awarding Bodies.
- To ratify the appointments of Chair of the Federation, Vice-Chair and Treasurer.
- To approve the statutory accounts of the Federation.
- To approve any changes to the Memorandum & Articles and governance arrangements.
- To develop national policy positions and advise the board on overall strategy.

The Group will:

- Receive updates from the Lead Members of other groups in the governance structure of the Federation and comment on proposals from those groups.
- Receive information from the executive team of the Federation for approval / ratification.
- Identify issues to be reflected in the policy positions of the Federation.
- Identify issues to be reflected in the overall strategy of the Federation.

Chair and Membership

- A Lead Member will be elected by and from the FAB Board to chair the group.
- A Vice Chair will be elected from within the membership of the group.
- The meeting is open to named, nominated and selected full member representatives to attend.
- The group will be formed of 115 representatives of full members, one from each full member organisation. The number or 'franchise' of Full Members may vary from time to time as fees fall due and new eligible bodies join.
- Attendance should be confirmed, in advance of the meetings, via the FAB Events booking system on the FAB Website.
- Where attendance by the named member is not possible, a substitute may occasionally attend a meeting. Any substitute should be briefed in advance by the person they are replacing.



- Representatives of key stakeholders will be invited to attend the meetings as appropriate and as agreed by the Lead Member. The purpose of such representation will be to provide and clarify information to members and receive feedback/information from the group.
- The minimum number of group members required for a meeting will be thirty, plus the Lead Member.

Frequency

- The Group will meet twice per year, usually in June and December.
- Meetings will be scheduled in advance, to provide reasonable notice of meeting dates and times.
- Where required, additional meetings may be scheduled.

Reporting

The Group will:

- Maintain a record of key points discussed/agreed and actions arising which will be circulated to the group for reference.