



ADVISORY PANEL MEMBERS

Voluntary position

Actorsworkshop is seeking to recruit up to six participants of its weekly workshops to become members of an advisory panel for the development of Actorsworkshop's workshop services.

The advisory panel will meet three-times a year (in line with the term structure) to review workshop provision, consider initiatives and develop services on behalf of members.

Membership of the panel will be on a voluntary basis and participation of workshop members will be restricted to those taking an active part in Actorsworkshop services.

In its first 2-years the panel will be chaired by Actorsworkshop Creative Associate Gary Knowles. Actorsworkshop's Directors will be permanent members with all other panel members invited for a 2-year term (with the possibility of being re-elected for a further term) but with a maximum attendance of two terms. From time to time the panel may co-opt artists or subject specialists to guide the panels research into specific areas of interest.

To apply for a place on the panel please submit a one-page letter to the Chair of the Advisory Panel at Actorsworkshop's office address. In the letter please detail your reasons for applying and suitability for role.

ADVISORY PANEL DETAILS

Purpose:

The Advisory Panel serves as a critical community champion of Actorsworkshop. Members of the Advisory Panel will support the mission of Actorsworkshop by providing the Organisation with their expertise; diverse knowledge of constituent perspectives; their connections to local, national or international resources, colleagues or peers; their philanthropic support or other forms of needed assistance. The Advisory Panel has no governing function within the Organisation.


Reasons for creating an Advisory Panel:

1. Provides a means for involving people who are willing to give critical assistance
2. Provides a way to keep critical supporters connected to the Organisation
3. Creates a direct link to important professional and technical expertise
4. Energizes Advisors as ambassadors for the Organisation in the community
5. Recognises individuals for their distinguished support
6. Assists in efforts to increase awareness and wider-support
7. Enlists help from others without changing the governing structure

TERMS OF REFERENCE:

- **Those interested should complete a one-page application to the Advisory Panel Chair. Initial Advisory Panel members will be appointed by Actorsworkshop's Directors and Chair. Subsequent applications will be subject to approval by the panel and tabled by the Chair**
- **Representation on the panel will be by fixed term appointment, with a maximum attendance of up to two, two-year terms**
- **Re-election will be by ballot at the time when participants are required to step-down**
- **A minimum of 4 to a maximum of 8 places available for current workshop members**
- **Invitation to attend annual AGM meetings, but in nonvoting capacity**
- **Actorsworkshop reserves the right to alter participation in the Advisory Panel for business continuity and may decide to co-opt members who could hold a panel position in an ex-officio capacity. Ex-officio positions will be dedicated to a particular institution (e.g. university, local authority etc) or even government officials (e.g. Welsh Assembly Government Ministers or civil servants)**
- **It is not intended that this Panel review financial performance although should the Organisation be in receipt of funding for a specific activity it may be appropriate for the Panel to review income and expenditure in direct relation to this activity. Individual instances will be recommended and reviewed by Actorsworkshop's Executive Director and approved by the Chair and Panel Members**

Expectations:

1. Actorsworkshop Advisory Panel Members (except those attending as Actorsworkshop staff or as an independent expert) will be expected to participate actively in the services supplied by the Organisation, a discount (confirmed by Actorsworkshop's Directors) will be given to Advisory Panel members in recognition for the time and support provided
2. Participation in three meetings each year
3. Act annually in some significant way to support the Organisation's mission (e.g. provide expert advice, door opening, funding or fundraising)
4. Allow the Organisation to publicise their name and participation on the Advisory Panel, list name on website and other communications
5. Attend events such as the annual meeting and special gatherings
6. Keep informed about plans, activities and needs of the Organisation 

Actorsworkshop and the Advisory Panel Chair reserves the right to withdraw participation for any panel member and participation in the Advisory Panel will be subject to individual review (where necessary) with attendance to meetings (a minimum attendance of two thirds of meetings), participation in Actorsworkshop services and the needs of the Organisation, taken into account.

A regular review of skills and competencies will be undertaken by the group (approximately once every 2 years) to ensure that the Advisory Panel function appropriately and support the aims and objectives of Actorsworkshop.