

NTU DEVELOPMENT BOARD

TERMS OF REFERENCE

1. DUTIES OF THE COMMITTEE

Under the overall guidance and direction of the University's Board of Governors:

- 1.1 Assist with the successful delivery of the University's goals and priorities as defined by the University's Strategic Plan 2015-20.
- 1.2 Provide independent external guidance to the University in respect to philanthropy and fundraising.
- 1.3 Help identify suitable prospects who might wish to support the University through financial or non-financial gifts and facilitate introductions between University representatives and those prospects where appropriate.
- 1.4 Participate in the planning and execution of fundraising initiatives, working with the Vice-Chancellor, senior members of the University and the Development and Alumni Relations Office.
- 1.5 Support and advise upon the strategic development of the Enterprise Fund through providing access to social investors and through the review of potential investment opportunities.
- 1.6 Identify and review opportunities for commercial partnerships which also support student work experience, and make recommendations thereon to the University Executive Team, the Board of Governors or its Committees, as appropriate.
- 1.7 Provide advice, guidance, mentoring and contacts to start-up and spin-off companies identified by the University Executive Team.

2. REPORTING PROCEDURES

- 2.1 The Development Board shall be, and operate as, a formal supporting committee of the University's governing body.
- 2.2 The minutes (or a report) of meetings of the Development Board will be circulated to all members of the University's governing body.

3. CLERKING ARRANGEMENTS

- 3.1 The clerk to the Development Board shall be the clerk to the governing body (or other appropriate independent individual).

4. MEMBERSHIP

- 4.1 The composition of the Development Board shall be at the discretion of the Board of Governors.
- 4.2 The University's Vice-Chancellor, Pro Vice-Chancellor (Employer and Economic Engagement) and Director of Development and Alumni Relations shall normally be members, together with the Academic Board Member of the Board of

Governors. In addition, the University's Chancellor shall be entitled, ex officio, to attend the meetings of the Development Board.

- 4.3 The Development Board Chair and Deputy Chair shall be independent governors unless approved otherwise by the Board of Governors. The remaining places on the Development Board shall be filled by persons who are either members of the University's governing body or co-optees from outside the University.
- 4.4 The Membership and Nominations Committee has delegated authority for membership matters relating to the Development Board to the Chair of the Development Board and the Vice-Chancellor, who shall make reports and recommendations thereon as necessary to the Board of Governors.
- 4.5 The quorum shall be either three, or one-third, whichever is the greater of the currently serving members, rounded up to the nearest whole number where the calculation of one-third does not produce a whole number.
- 4.6 Members of the Development Board shall normally be appointed for a period of three years, and shall be eligible for re-appointment thereafter, subject to the overall time limits applicable to membership of the University's governing body and its supporting committees.

5. ATTENDANCE AT MEETINGS

- 5.1 Senior officers within the University may be requested to attend where business relevant to them is to be discussed.

6. FREQUENCY OF MEETINGS

- 6.1 Meetings shall normally be held at least three times in each financial year of the University.
- 6.2 In addition to those formally scheduled meetings, members of the Development Board shall meet independently as necessary with Development and Alumni Relations Office staff, the Pro Vice-Chancellor (Employer and Economic Engagement) and the Vice-Chancellor and other senior members of the University in order to discuss specific projects.

7. AUTHORITY

- 7.1 The Development Board is primarily an advisory body to the University Executive Team and the Board of Governors. Where appropriate, authority to act will be delegated to the Development Board, as required from time to time.

November 2017