



## Impact and Reputation Committee

### Committee Terms of Reference

<p><b>Type</b></p>	<p>The Impact and Reputation Committee (IRC) is the advisory group for the organisation in relation to the projects and their impact on the Food Foundations constitutional purpose and reputational impacts.</p>
<p><b>Purpose</b></p>	<p>The purpose of the Impact and Reputation Committee (IRC) is to support, scrutinise and monitor overall performance and monitoring of projects. The IRC will be reporting finding and advising directly to the Board of Trustees on current programme status and recommendations for further improvement where necessary or where risks to reputation have been discovered.</p> <p>To monitor programmes and projects and provide feedback on relevance and perceived direction of Food Foundation in accordance with its Legal purpose, constitution and objectives.</p>
<p><b>Duties and Responsibilities</b></p>	<p>The IRC's role is to support the Board, in monitoring the adequacy of the organisation's Impact and Reputation through:</p> <p><u>Impact of the Foundation and its work:</u></p> <p>The impact of the Food Foundation's work on the Food system, consumers and the environment</p> <p>The results that has been achieved through the work of the Food Foundation on policy, business practice and consumers</p> <p>The quality and relevance of the Food Foundation program</p> <p>Level, quality and transparency of engagement with stakeholders and coalitions.</p>



	<p>Communications impact: impact of all communications including strong focus on digital</p> <p><u>Reputation of Food Foundation:</u></p> <p>Overall risk to reputation of projects and current programmes</p> <p>Quality management and assurance on evidence</p> <p>Benchmarking Food Foundations impact against its mission statement and public reputation</p> <p>Media risk analysis and external reputation management of Food Foundation.</p> <p><u>Programme Review</u></p> <p>Program analysis, including project gaps and opportunities</p> <p>Support, advise and mentor the ED in developing projects and getting the funding</p>
<p><b>Membership</b></p>	<p>The Impact and Reputation Committee will have no fewer than 3 members, of which at least 2 members (including the committee's chair), will be members of the Board of Trustee's.</p> <p>The Chair will be appointed by the Board of Trustee's.</p> <p>All appointments to the IRC committee will be selected with due regards to the need to understand the organisation's objectives, culture &amp; structure, and other legislative and accountability contexts within which the organization operates. Members of IRC will collectively possess knowledge and skills in media management, risk management, experience in overseeing commercial activities and projects, and technical issues relevant to the organisation.</p>
<p><b>Meeting Arrangements</b></p>	<p>Meetings shall be held at least 4 times a year at appropriate times in the reporting and audit cycle. These meetings are to be held in advance of the Board of Trustee's meeting so they may receive IRC's report and</p>



	<p>recommendations from each meeting. A 5<sup>th</sup> meeting may also be held expressly for the purpose of considering annual reports.</p> <p>IRC meetings are normally attended by the Executive Director and project managers.</p> <p>IRC members can request other officials or employees to attend in order to assist in discussion on specific matters.</p> <p>All meetings will be chaired by the Chair of IRC. In the absence of the Chair, the remaining members shall elect a Chair for the meeting.</p> <p>The IRC may ask any or all those present in the meeting, but who are not members of IRC to withdraw from the discussion or meeting in order to facilitate open and frank discussions</p> <p><b>Quorum</b></p> <p>A meeting of the IRC committee at which there are at least 2 members present is sufficient to exercise all or any of the authorities vested by the IRC, if 1 is a member of the Board of Trustees.</p> <p><b>Notice of Meetings</b></p> <p>Notice of the meeting, including confirmation of venue, time, date and agenda of meeting items shall be at least 5 working days before the date of the meeting.</p> <p><b>Minutes of Meetings</b></p> <p>A draft of the meeting minutes should be circulated within 10 working days of the meeting taking place. The minutes of the meeting shall be approved by the IRC at its subsequent meeting.</p>
<p><b>Reporting</b></p>	<p>The Impact and Reputation Committee will report directly to the Board of Trustees after each meeting. This will be done by submitting a draft of the meeting minutes with the chair highlighting specific matters which the committee find relevant to draw the Board of Trustees' attention.</p>



<b>Rights</b>	<p>The IRC shall be entitled to:</p> <ul style="list-style-type: none"><li>• sufficient resources to carry out its duties, including access to the Commission's governance and business assurance resource</li><li>• procure specialist ad-hoc advice at the expense of the Commission, subject to confirmation from the Board that funds are available</li><li>• seek any information it requires in order to perform its duties from any employee of the Commission</li><li>• call any employee to be questioned at a meeting of the IRC as and when required</li><li>• publish in the Commission's annual report details of any issues that cannot be resolved between the committee and the Board</li></ul>
<b>Review</b>	<p>The Terms of Reference shall be reviewed annually and on the first committee meeting of each financial year.</p> <p>Any amendments made to these terms of reference should be made aware to the Board of Trustee's.</p>