

Knowledge Portal Management Committee (KPMC)

(A) Role and Purpose

To advise on the general strategy for the Knowledge Portal in order that TSRC meets its objectives and reaches the agreed Big Lottery milestones.

(B) Duties of the KPMC

1. To act as a **critical friend** in relation to the overall shape development and use of the Portal.
2. To take on an **ambassadorial role**, promoting and networking on behalf of TSRC and its Knowledge Portal where feasible and appropriate.
3. To **advise** on action to be taken on specific aspects of the Knowledge Portal, and areas where the KPMC or TSRC identifies a lack of appropriate progress, or anticipates future difficulties in achieving its objectives.
4. To **support** the project's marketing, PR and communication plan.
5. To receive and **comment** on the draft Annual Report (Knowledge Portal) before submission to TSRC's Advisory Board.
6. To **advise** on other aspects as referred by the Knowledge Portal Manager. These may include issues relating to development plans, the Thesaurus, budget, partnerships (other collections), copyright, policy and procedure, exit strategy.

(C) Members, Chair, Attendees, Secretary, Terms of Office

1. The KPMC will normally consist of not more than 12 members.
2. The membership of the KPMC will be made of representatives from the Third Sector Research Centre, British Library, Big Lottery, practitioners, policy makers, academics/researchers, other partners, and users.
3. The Chair of KPMC will be drawn from, and voted, in by the committee.
4. Membership of the KPMC will be reviewed on a rolling basis every two years (including the Chair). However there is an expectation that the original membership will serve for three years to the close of the initial term of the TSRC in August 2013.
5. In the event of any member no longer retaining their role within an organisation represented, they will automatically relinquish their membership of the KPMC; their successor having the right to membership in their place.

6. Where a member of the KPMC persistently fails to attend (for more than three consecutive meetings), the Chair will liaise with that member to ascertain whether they wish to retain memberships and if so they will be asked to make every effort to attend. Ultimately, the Chair reserves the right to revise membership as deemed appropriate.
7. Other people may be invited to attend meetings for a specific purpose, with the prior knowledge of the Chair.
8. The Knowledge Portal Manager will act as secretary and be responsible for the administration of all KPMC meetings.
9. Members will not be paid to attend meetings but they will be reimbursed for all reasonable costs that they incur in fulfilling their role on the committee on receipt of appropriate receipts (e.g. travel and subsistence costs). (Members will be encouraged asked recover expenses from their own organisations where possible.)
10. TSRC will publish details of the KPMC on its website including membership and terms of reference.

(D) Meetings: Frequency, Notice, Quorum

1. The work of KPMC will be based to a significant extent upon virtual communication and consultation. However, KPMC will hold meetings as frequently as it decides is appropriate to discharge its duties effectively, but will have at least two meetings per year.
2. Meetings will normally last approximately one to two hours and will be scheduled to meet the needs of appropriate travel to either Birmingham or London.
3. KPMC may engage with members on a bilateral or small group basis to pursue particular avenues for support and advice. All business from these sub-meetings will be fed back to the next meeting of the KPMC.
4. Notice of KPMC meetings will be given by the Knowledge Portal Manager, on behalf of the Chair. A minimum of 28 days' notice will be given prior to the meeting.
5. Meetings of KPMC will be quorate if at least the following are present: Chair, Secretary, and a minimum of three other members.
6. All proceedings and resolutions of KPMC will be minuted; draft minutes will be shared with the Chair within 10 working days of the meeting. Draft minutes will be circulated to the Committee, and be approved and signed at the subsequent meeting of the KPMC.

(E) Review of Constitution and Working Arrangements

1. KPMC's constitution and working arrangements are subject to review each year in April.

NB: These terms of reference were approved and adopted by the KPMC at their first meeting on 5 March 2011.