

## **Neurological Alliance Policy Group Terms of Reference**

### **Purpose of the Group**

The group's purpose is to:

- make recommendations on Alliance policy and activity, ensuring that these reflect the needs and objectives of its member organisations;
- build collective ownership of the Alliance beyond staff and Trustees and to promote team-working across the member organisations;
- provide a forum for policy and campaigns staff of member organisations to share information and provide mutual support;
- more closely align member organisations' priorities with the collective needs of the Alliance; and
- ensure that all member organisations, large and small, can contribute to the work of the Alliance.

### **Outputs**

Working with the Alliance staff, the Group will develop or revise, for consideration by Trustees:

- policy statements, as requested by Trustees;
- an annual workplan for the Alliance;
- an annual campaign plan for the Alliance; and
- future Alliance manifestos

### **Voting**

Where a formal decision is being made, including to agree a particular policy position (subject to subsequent approval by the Board of Trustees), and to vote in a chair or vice-chair, a formal vote shall be taken. Full and affiliate members of the Alliance only are entitled to vote (and only one vote per member organisation, if more than one representative should be present). The results of votes shall be recorded in the meeting minutes.

### **Membership**

Membership of the Group will be open to all full and affiliate Neurological Alliance member organisations. Smaller organisations will be actively encouraged to participate. Each organisation will nominate a group member, ideally a policy or campaigns specialist or a staff member, Trustee or volunteer with responsibility for policy or campaigning work.

**Observer attendance**

Neurological Alliance corporate supporters (Industry Reference Group Members) may attend Policy Group meetings and participate in discussions but will not be able to participate in any votes that may take place.

Invitations to attend either sections or the entirety of a meeting may be extended to speakers (who may stay beyond their allotted slot at the discretion of Alliance staff and Co-Chairs) and prospective members of the Alliance.

**Chairing of the Group**

The Group will elect up to two Co-Chairs with tenure of up to two years. Up to two Vice-chairs will also be elected, also with tenure of up to two years, who will take over chairing the Group after their term ends – or when one of the Chairs steps down. At this point their tenure will re-set, and a new vice-chair will be elected.

**Frequency and type of meetings**

Meetings will be held on a basis agreed by the Policy Group. They will be planned annually and at least six months in advance. Once in person meetings are permitted again, meetings may be held either in person (with a teleconference option available wherever possible) or virtually, as agreed by the Group.