

College of Fellows

Terms of Reference

Effective Date: 08 December 2020

Approved by the Board of Trustees on 08 December 2020

Purpose

The main purpose of the College of Fellows (the “College”, “Forum” or “CoF”) is to act as a member networking forum that can provide a pool of expertise that can assist the LI if/as required

Objectives

- i. Promote Fellowship across the profession and identify potential candidates for Fellowship
- ii. Be responsible for assisting with judging certain awards or competitions as requested from time to time
- iii. Share the latest landscape industry insight with the LI
- iv. Promote and raise the profile of the LI
- v. Provide a pool of expertise that can assist the LI
- vi. Utilise contacts and networks to support LI strategy, business plan, events and projects as appropriate
- vii. Promote the role of the Landscape Institute and its members in contributing to issues in accord with the objectives of the Charter, agreed plans and strategies. This might include:
 - To act as a thought leadership forum where landscape ideas can be explored
 - Promote the role of the Landscape Institute and its members in contributing to issues in accord with the objectives of the Charter. This could involve activities such as Fellows:
 - giving reasonable assistance to further the education, training and continued professional development of others
 - assisting each other with publications and projects
 - assisting practices that require mentoring or specialist training
 - promoting cross-disciplinary discussion and collaboration with other groups
 - reviewing books and publications
 - promoting the work of FOLAR, and assist MERL in evaluating material for the archive

Membership

The College comprises all Fellows (FLI, AFLI, HonFLI) and Past Presidents of the Landscape Institute. This membership forum is headed by the CoF Convenor

There will be no fees for membership of the Forum but there may be costs payable by Fellows for participation in some forum events and there are no member expenses payable for CoF activity

Funding

The CoF, through their Convenor can apply for funding for specific projects through the main LI branch and member group funding application process (Main round is usually February and March each year)

The Convenor can also submit proposals for events, projects etc to the CEO for consideration within the Institute's planning cycle for potential future delivery. These could be items relevant for the LI Board, its standing committees or LI team members responsible for operational delivery.

Appointment and Terms

There will be no fixed terms of appointment to the Forum.

The Forum will be managed by the Convenor and the LI team member/s who will be responsible for all aspects of membership of the Forum.

The College will continue until the LI Board of Trustees feel it is no longer necessary or should be disbanded or amalgamated with another group for other sound operational reasons

Convenor

A Convenor will be elected initially for a 2 year term and may serve up to 3 terms (6 years maximum). The LI Board can reappoint subject to effective performance in the role. If not then a new election will be held in line with each LI election cycle. For any casual vacancies the Board will decide the process for appointment of an interim Convenor to hold the post until the next election

The Convenor is responsible for leading meetings and ensuring timely reporting to the LI team and LI Board. They can represent the Forum at events etc after liaison with the LI team. They will also assist with induction of new Fellows.

The Convenor may be supported by up to 3 Forum Facilitators drawn from the full forum membership.

Frequency of Meetings

The following support will be provided by the LI team:

- i. Arranging 2 meetings per year either in person or digitally
- ii. Coordinating communications to the College of Fellows

A meeting will be quorate when at least 10 Fellows or more are present, in person or digitally, together with at least one member of the LI staff team

Minutes

Key points arising from College discussions will be noted. The group will note the key points arising from Forum discussions for the group's further discussion. The Convenor will co-ordinate with the Lead LI employee and/or the CEO to present any major proposals to relevant parts of the LI for consideration and decisions, where relevant

Conduct

Meetings of the Forum will be conducted in accordance with the provisions of the LI Charter, By-Laws, Regulations and Rules and any relevant terms of reference, policies, procedures, guidance notes, codes including but not limited to the Working Together Policy.

Any potential or actual conflicts of interest must be notified to the Convenor before discussion on the relevant item. The Convenor of the meeting will have the final ruling on whether or not the member can participate in the discussion

Reporting & Delegation

The College of Fellows has no delegated authority and may not make written or verbal statements on behalf of the LI, nor to approach people or organisations on behalf of the LI and will not commit the LI financially or otherwise

The Forum will report at least annually to the LI Board on the activities of the college. Members of the college may be called upon to represent the LI by the LI Board, LI team or those LI groups with relevant delegated authorities, eg Standing Committees, from time to time at events, to be spokespeople or to contribute to key areas of work.

Accountability

The actions of the Forum are directly attributable to the LI therefore all members of the Forum have a general duty to act in the best interests of the LI and to adopt the principles of the Nolan Committee.