



Terms of Reference For the Circulation Foundation Committee

1. SCOPE

1.1 The Circulation Foundation (CF) is the working name of The Vascular Society and is registered as such with The Charity Commission (registered in 2004 under charity number 1102766).

1.2 The Circulation Foundation has agreed Memorandums of Understanding (MoUs), with other joint UK Vascular Societies.

- Rouleaux Club (UK vascular trainees)
- Society of Vascular Nurses (SVN)
- College and Society for Clinical Vascular Science of Great Britain and Ireland (CSCVS), formerly the Society for Vascular Technology of Great Britain and Ireland (SVTGBI)

1.3 The Circulation Foundation Committee is a committee of the Council of the Vascular Society, due to the charitable governance arrangements, whose membership will reflect the diverse CF stakeholders, and is established to fulfil the aims of the CF.

1.4 Signed MoUs secure partner organisation representation on the CF Committee, and therefore a voice in the direction of its charitable activities, fundraising and grant distribution.

1.5 The Committee has no executive powers other than those specifically delegated in these Terms of Reference (ToR):

- 1.5.1 The committee will only enter into any contracts or commitments without the agreement of Council when action is time critical.
- 1.5.2 Literature and artwork designed or produced in connection with the Committee will belong to the Circulation Foundation/Vascular Society but can be shared across all partner organisations for use for fundraising, raising awareness, and supporting colleagues.
- 1.5.3 The Committee must treat as confidential all sensitive information concerning the Circulation Foundation or its members which it acquires in consequence of or in connection with its activities.

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- 1.6 In law the Vascular Society Council is responsible for the administration of the charity carried out in its name.
- 1.7 Any probity issues arising from activities of a committee member will be referred into the Professional Standards Committee or Executive Committee of the respective society.
- 1.8 Any major initiatives will report into respective societies' Executive Committees for approval and oversight. Additionally, regular action plan and financial updates will be shared with the societies' Executive Committees.
- 1.9 The Circulation Foundation committee will review and collaboratively made decisions with the societies' executive committees finances to ensure the charity remains sustainable and effective. To facilitate this, the accounts of the Circulation Foundation will be adequately separated from the Vascular Society accounts to allow adequate scrutiny, assessment, and financial planning.

2. PURPOSE AND OBJECTIVES

- 2.1 The aims of the Circulation Foundation and, therefore, the committee are to:
 - 2.1.1 Promote awareness of vascular disease;
 - 2.1.2 Support patients with vascular disease through information;
 - 2.1.3 Promote and fund vital research in to vascular disease;
 - 2.1.4 Support staff in developing knowledge and skills in the management of vascular disease.
- 2.2 The committee will undertake in depth analysis and discussion pertaining to any issues that relate to the above.
- 2.3 The committee will advise the respective Society Executive Councils on all aspects of the Circulation Foundation work.
- 2.4 The committee will ensure that the public standards, integrity and reputation of the Circulation Foundation are always upheld with respect to any activities related to the Foundation. Any breach of this will be handled through the respective Executive Councils +/- professional regulatory bodies.

3. MEMBERSHIP

- 3.1 The membership will comprise the Chair, which will remain with the Vascular Society given the Charities Commission governance arrangements, nominated representatives from the partner organisations, patient representative(s), carers, and other individuals who have expressed an interest in assisting in the work of The Circulation Foundation.

3.2 Other members may be co-opted to the Committee for specific expertise.

Chair	The Chair of The Circulation Foundation
Other members	Representative(s) of the Rouleaux Club Representative(s) of the Society of Vascular Nurses Representative(s) of the College and Society for Clinical Vascular Science of Great Britain and Ireland Patient Representative(s) Circulation Foundation Administration Team Volunteers from the respective Vascular Societies

4. TERM OF OFFICE

4.1 The Chair will hold the position for 3 years and will demit membership upon completion of that term of office.

5. MEETINGS

5.1 The committee will meet formally on a virtual meeting platform on a three monthly basis, giving four meetings each year.

5.2 Meeting dates will be circulated a minimum of 3 months in advance. Agendas and papers will be agreed by the Chair and circulated 10-14 days in advance.

5.3 Additional meetings will be held to plan for specific events or initiatives which may involve a smaller group for that specific action.

5.4 The quorum of meetings will be a minimum of three committee members.

5.5 In most cases decision making will be by consensus. In exceptional circumstances where consensus cannot be achieved, decision making will be by a majority vote of committee members present. In the event of a tied vote, the Chair will have the casting vote.

6. FINANCE

6.1 Membership of The Circulation Foundation committee is entirely voluntary and does not attract any form of payment.

6.2 Income will be generated through multiple sources, such as voluntary donations associated with the membership fees of the Vascular Society, fundraising events, personal donations, etc. The committee will explore new sources of funding.

6.3 There are existing commitments that will continue, such as research fellow post funding, and other commitments can be developed eg course grants for individuals.

- 6.4 The income and expenditure will reflect the commitment of all affiliated vascular societies in support of The Circulation Foundation.
- 6.5 Any expenses incurred by individuals through undertaking their responsibility as a representative of an organisation on the CF committee will be claimed through their own base society.

7. MONITORING EFFECTIVENESS

- 7.1 The Committee will undertake an annual review of its performance against its action log to evaluate the achievement of its duties.
- 7.2 This review will inform the reports back to the respective societies and any reports to be published in the yearbooks and presented at the Society's Annual General Meeting (AGM).

8. SUPPORT

- 8.1 The Committee shall be supported administratively by the Vascular Society's secretariat and Treasurer whose duties in this respect will include:
- All administration related the execution of the actions plan, aims and meetings of the Foundation.
 - Treasurer to produce accounts for review at committee meetings giving clarity on the financial status of the Circulation Foundation.

8. REVIEW

- 8.1 These terms of reference will be reviewed at least every 3 years as part of the process for managing the Committee's effectiveness.

Version control

Version 1: 2nd July 2024

Current version approved by:

Circulation Foundation Committee: <Date>

Rouleaux Club Executive Committee: <Date>

Society of Vascular Nurses Executive Committee: <Date>

College and Society for Clinical Vascular Science of Great Britain and Ireland

Committee: <Date>

Vascular Society of Great Britain and Ireland Executive Committee: <Date>