

## 1. Purpose

Organiser and volunteer participation in planning the annual Heritage Open Days (HODs) event is supported by the Heritage Open Days Advisory Group, formerly the Steering Group. The Advisory Group will be made up of those delivering the programme, key bodies and the coordinators of HODs, who will provide feedback and insight to advise on the delivery of the programme through to 2014. Working with the Management Team and the Futures Group, the Advisory Group will share their expertise, experience and networks, so that HODs continues to celebrate, support and highlight local heritage and culture.

## Aims

The Advisory Group brings together national and local representatives

- To guide delivery of HODs to 2014, sustaining and developing the programme as a successful partnership between the voluntary sector, local authorities and other national and local stakeholders.
- To achieve the best possible support for the upcoming HODs event
- To advise on the central services and support provided by the national co-ordinating partnership to ensure that HODs responds to the needs of those delivering locally
- To inform and advise the HODs staff team, Management Team and Futures Group on other operational issues as they arise
- To advise on and, where possible, facilitate funding, sponsorship or promotional opportunities
- To act as ambassadors and advocates in disseminating HODs messages through members' extended networks and to other audiences.

## 2. Representation/ Membership

**Chair:** Crispin Truman, Chief Executive Churches Conservation Trust, Heritage Alliance Trustee and Chairman PlacesofWorship@TheAlliance. Any change in this role will be made by agreement of the Management Team (the partner organisations, that is, National Trust, Civic Voice and The Heritage Alliance with the HODS Manager).

**Membership:** This will include each of the partner organisations (National Trust, Civic Voice and The Heritage Alliance), English Heritage, up to four other national organisations and up to eight participants selected from HODs organisers and volunteers.

The term of office is set at 2 years. It is envisaged that the four current members drawn from HODs organisers and volunteers will step down in autumn 2012 so that every year half of the organiser membership can be refreshed.

An open nomination process will be promoted through HODs, Heritage Alliance and Civic Voice networks, with the Management Team making the final selection to ensure geographical and organisational spread.

Other people may be invited to sit on the Advisory Group or attend meetings as appropriate on the recommendation of the Advisory Group Chair or the Management Team.

### 3. Frequency of meetings

- Meetings will be held 3 times a year at an appropriate and useful time in the HODs cycle. The major annual evaluation and planning meeting should take place in late November.
- Meetings are convened and co-ordinated by The Heritage Alliance and serviced by the HODs Team.
- Other meetings may be convened by the Management Team as appropriate.

### 4. Relation to Management Team and Futures Group

The HODs Advisory Group provides guidance, support and direction to the HODs Management Team in relation to the HODs programme. The Management Team comprises representatives from the three partnership organisations plus the HODs Manager who is a non voting member. It is expected to meet every two months and to provide a short report to the Advisory Group meetings. The HODs Manager will report on issues arising from the Advisory Group meetings to inform budget setting and adjustment, event planning and strategic issues. But in the event of any conflict between the decisions of the HODs Advisory Group and the decisions of the HODs Management Team in relation to the HOD programme, the latter shall take precedence.

The Chairman of the Advisory Group is a member of the Futures Group to ensure two-way communication and transparency. It is envisaged that the Advisory Group's operational experience will inform the Management Team and Futures Group in exploring and achieving a viable future for HODs after 2014.

The HODs Management Team  
(National Trust, Civic Voice and The Heritage Alliance)

October 2011