**Terms of Reference of the Advisory Committee**

**Membership**

The Committee will consist of independent persons appointed by the trustees. There will be a minimum of five members. The Chairman of the Committee shall be a Trustee. The Committee shall be composed of individuals with a balance of scientific, practical, HR or other experience or expertise in interventions in autism. Committee members may not comment or vote on any proposal where they have a personal, commercial or other interest and such interests should they arise must be declared in advance of any meeting of the committee. A quorum shall consist of a minimum of 3 members.

**Secretary**

The Secretary of the Committee shall be the Employment Autism Development Manager.

**Attendance**

No one other than the members shall be entitled to attend the committee with the exception of the Development Manager and Trustees. The Chairman of the Committee may invite attendance from non-members when the committee requires assistance.

**Frequency of meetings**

Meetings will take place not less than twice a year. The Committee Chairman may call additional meetings as required. Minutes of the Committee meetings will be circulated within two weeks of the meeting date.

**Duties**

* To monitor trends in employment practice and research and advise the charity of new national and international initiatives.
* To offer expert opinion on the effectiveness of interventions and approaches based on current evidence for the Employment Autism Online Information Centre [www.employmentautism.net](http://www.employmentautism.net).
* To scrutinise proposed content and make recommendations to the trustees.
* To support the Charity in obtaining funding for relevant research and ongoing costs to maintain the validity of the website.
* To support the activities of the Charity.

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