



## Guildford Society Donations and Sponsorship Policy

Policy	Procedure	Benefit to the Society
1	<p>Approval is required for all donations and sponsorships, whether financial or in-kind with values as follows:</p> <ul style="list-style-type: none"> <li>A. For donations or sponsorships considered to be politically sensitive, approval by a simple majority of independent members of the Society's Executive committee.</li> <li>B. For other amounts of less than or equal to £100, approval by the Honorary Treasurer.</li> <li>C. For other amounts greater than £100 and less than or equal to £1,000, approval by the Chairman.</li> <li>D. For other amounts greater than £1,000, approval by a simple majority of independent members of the Society's Executive committee.</li> </ul>	Provides clear demonstration of the manner in which the Society decides to approve or decline a donation or sponsorship.
2	A Register of Donations and Sponsorships which are considered sensitive or with a value of more than £100 to be maintained by the Honorary Treasurer and be published from time to time on the Society's website.	Provides clear disclosure of sources of finance which have the potential to be seen as impairing the Society's independence.
3	Members of the Executive and members of all of the Society's working groups to regularly review the Register of Donations and Sponsorships. Any such member with a financial or other commercial interest in a party recorded in the Register of Donations and Sponsorships shall forthwith notify such interest to the Honorary Secretary and such interest be recorded in the Register of Interests.	Ensures familiarity of the Society's key personnel with potential independence risks.
4	Where the Society will be taking a public or private stance, whether in writing or not, on a project or other matter involving a party recorded in the Register of Donations and Sponsorship, such stance and any written documentation to be issued will be subject to an independent peer review. Where the stance has been developed by one of the Society's working groups, it will be subject to independent review by the Chairman or an individual nominated by the Chairman. Where such stance has been developed by a member(s) of the Executive, review and approval will be required by a majority of members of the Executive. Any such designated individual(s) with a notified interest will be excluded from participating in this independent review. The results of all such independent reviews to be noted and minuted by the Executive.	This provides for peer review of all significant decisions by senior members of the Society before being communicated externally to the Society.
5	This policy to be published on the Society's website.	Demonstrates public accountability and the procedures being followed by the Society to safeguard independence.

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