# Introduction

Appointed by SMG, the **Gift Acceptance Committee** (GAC) ensures that gifts that are solicited and accepted by the University are consistent with our strategy and values and that all donors are treated equally. The GAC assesses whether they adhere to the University’s core principles, values and strategic direction, and consider any potential ethical or reputational risk to the University that could arise from accepting a donation.

All single or cumulative gifts of £250,000 or more are taken to GAC for consideration. The GAC will retain oversight of all gifts under this level and reserves the right to consider any gift to the University regardless of size.

# Committee remit

The Committee shall:

* Ensure that the University operates effective due diligence around the acceptance and solicitation of philanthropic donations
* Consider any strategic, financial, legal, ethical and reputational issues associated with the gift or proposed gift; and determine whether the gift in question may be accepted or rejected in accordance with the Gift Acceptance Policy
* Ensure that acceptance of a donation will not cause an unacceptable conflict of interest for the University, impose unacceptable conditions nor violate the Gift Acceptance Policy or other University policies or regulations. The University should employ its standard procedures relating to recruitment, admissions, hiring, promotion, procurement, management and governance for all research, teaching, outreach, capital development, or student scholarship programmes funded by philanthropic gifts.
* Provide advance consideration for gifts of £250,000 or more to any potential ethical or reputational issues by reviewing anticipated future discussions with potential major donors
* Provide guidance to Development & Alumni by reviewing current or emerging national and international case studies, legal requirements or any other relevant issues relating to ethical and reputational considerations for the acceptance of gifts
* Ensure that the current guidelines and processes relating to the acceptance of gifts remain fit for purpose

# Scheme of Delegation

The following details the delegated authority for the GAC and shows how it is placed in the overall University Scheme of Delegation with escalation to SMG or Court:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Decision Making Delegated Authority** | **Escalation To** |
| Accepting or soliciting a gift of more than £250K | >£250k | Gift Acceptance Committee | SMG |
| Accepting or soliciting a gift of less than £250K  | <£250k | Director of Development and Alumni in first instance, if required escalated to Gift Acceptance Committee | SMG |

# Committee Membership

This is an executive chaired Committee with the following membership:

* Chief Operating Officer and University Secretary (Chair)
* Principal and Vice Chancellor
* A co-opted lay member of Court

In attendance

* Director of Development & Alumni and/or Head of Planning and Development Operations Development & Alumni
* Head of Communications
* Students’ Representative Council member (if student interests are involved)
* Other relevant representatives or beneficiary areas, as required

# Substitutions and Quorum

There are no substitutions. There is no minimum attendance. In the event of a consensus not being reached, the Chair will have the casting decision.

# Committee Member Responsibilities

Each Committee member has a responsibility to:

* Ensure all gift approvals are in line with university policies and ethical values
* Ensure minimal reputational risk exposure to the University
* Openly and constructively challenge where gift approvals do not meet key criteria for regulatory requirements
* Activity and behaviour should embody the University’s values ([click here for details](https://www.gla.ac.uk/myglasgow/staff/values/))

# Conflict of Interest

The GAC will follow the [UofG procedure for the management of any conflicts](https://www.gla.ac.uk/media/Media_176371_smxx.pdf). The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

The meeting schedule will be quarterly and last 2 hours.

**INPUTS**

* Gift Acceptance Policy
* Due Diligence Policy
* Summary of gift proposals

**OUTPUTS**

* Recommendation Form
* Decision Log within Raisers Edge