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| The Lewy Body Society |
| Terms of Reference – Specialist Advisory Committee |
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| **The Specialist Advisory Committee (SAC) is a multi-disciplinary team of researchers, academics, health and social care professionals who advise LBS on its workplan and review grant applications** |
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The Lewy Body Society

Terms of Reference – Specialist Advisory Committee

# Roles and Responsibilities of the LBS Specialist Advisory Committee

1. The LBS established a Specialist Advisory Committee (SAC) during its charity registration in June 2006.

2. Appropriate research and sound evidence provide the basis for informed scientific advice on which decisions or judgements of the society depend. The SAC is an expert committee that has the role of providing and scrutinizing scientific advice on which the LBS Trustees base decisions. This role reinforces The Lewy Body Society’s scientific credibility and authority with partners and stakeholders.

3. The SAC must abide by The Lewy Body Society’s conflict of interest policy.

Scope

3. The scope of the SAC is as follows:

• Advice: to provide necessary advice to the Lewy Body Society Trustees.

• Peer Review: Review grant applications that are made to LBS missioned research and to report its recommendations to the Trustees.

• Other contributions: to contribute in the light of an individual member's specialist knowledge as requested by the Trustees.

Reporting lines

4. The SAC is a Committee of the Lewy Body Society and reports directly to the Chair of the Trustees

Membership

5. The membership of the SAC is approved by the SAC members and the Lewy Body Society. The Committee is made up of up to fourteen Members: The Chair will be drawn from the SAC membership. The Committee should have a balance of experience and knowledge that covers the breadth of Lewy body dementia science. Appointments are for six years, this is usually done with an initial term of three years plus one extension of three years. After serving six years members are not allowed to return to the committee for at least three years

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Meetings

6. The SAC holds meetings twice a year, and on such other occasions as required by its Chair and The Lewy Body Society trustees. If specialist advice is required on certain topics it is not expected that the full Committee would need to meet.

7. The quorum of the SAC is a majority of currently appointed Members of the Committee (that is, more than half), including the person chairing the meeting.

8. The SAC may, if required, engage an external specialist advisor to assist in the assessment of grant applications and broader areas of work.

9. The SAC may request The Lewy Body Society to maintain a panel or list of experts on whose expertise and knowledge they may draw. This includes inviting people living with dementia and their carers to be part of grant reviews.

Remuneration to an SAC Member

13. An SAC Member acts on a voluntary basis but is eligible to remuneration for any reasonable expenses i.e travel

Support services

14. The administrative support of the SAC is undertaken by the LBS.

15. The terms of reference of the Scientific Advisory Committee are reviewed every year.