



Terms of Reference

Between

The Trustees of Darjeeling Children's Trust (DCT)

and

David Medland (DM) and Zarir Cama (ZC)

DM and ZC have formed a connection with DCT on account of the mutual association with the town and region of Darjeeling and the relationship formed in recent years between DCT and The Old Paulite's Association, Europe.

DM and ZC have extensive experience in helping organisations to develop through their professional lives, and have access to networks of Old Paulites in the UK and overseas. They therefore have valuable insights to offer, and access to the support and knowledge of their wider networks.

DM and ZC have agreed to work with the Trustees of DCT as Senior Advisers to the Board of Trustees under a flexible and informal Terms of Reference.

DM and ZC will not be seeking appointment as Trustees of DCT nor have any formal role or responsibilities other than in an advisory capacity with a view to providing ideas, access to resources and connections where appropriate.

DM and ZC will not be responsible or liable for any decisions or actions taken by DCT Trustees.

The arrangement is open-ended and can be brought to a close at any time by notification by any party, followed up in writing by email.

In practice the arrangement will work as follows:

- DCT will share agendas in advance of each formal Trustee meeting (usually four times a year), and arrange a brief meeting (by zoom, phone or in person) shortly before each trustee meeting to discuss the Agenda and share ideas. DCT will normally anticipate that the Chair and one other Trustee will attend and take notes to present to the Trustee meeting (if needed).
- DCT will provide DM and ZC with a copy of the minutes of each meeting afterwards.
- DCT will arrange ad-hoc communications as and when appropriate.

- DM and ZC will share their professional bio data so that their connection to DCT as Senior Advisers to the Board can be promoted on DCT social media and other documents as befits e.g. external official communications, such as grant applications or to government agencies.
- DM and ZC will inform the Old Paulites, Europe organisation about the connection.
- DM and ZC have agreed to engage with this agreement without being remunerated.

David Medland.....

Zarir Cama

Katie Carr, Chairperson, Darjeeling Children's Trust.....

Date of commencement of arrangement