



# Advisory Board Member — Role Description

---

A guide for prospective members of the Institute's Advisory Boards.

Thank you for your interest in joining one of the Advisory Boards of the Institute for Advanced Learning and Metacognition (IALM). This role description explains what the role involves, so that you can decide whether it is right for you.

## About the Institute

IALM is a registered charity dedicated to advancing the science and practice of learning, thinking, metacognition and cognitive development. Our mission is to bridge the gap between academic research and real-world application, bringing together researchers, educators, practitioners and others committed to improving learning and lifelong development.

## About our Advisory Boards

Our Advisory Boards bring together experts in their fields to provide specialist advice and insight. When the Institute is conducting or analysing research, developing its work, or considering a particular topic, it draws on its Advisory Boards for authoritative, evidence-informed expertise. The boards are advisory: they are not part of the Institute's governance, and they do not make decisions on its behalf.

## Purpose of the role

As an Advisory Board member, you would lend your expertise to help ensure that the Institute's work is rigorous, well informed and genuinely useful — offering guidance, perspective and constructive challenge in your area of expertise.

## What we would ask of you

- take part in around two Advisory Board meetings each year, usually held remotely or in a hybrid format;
- offer occasional input or comment on relevant matters between meetings, when we ask and as your time allows;
- contribute your expertise honestly, constructively and in the Institute's best interests;
- declare any conflict of interest, and observe confidentiality where appropriate; and

- act in line with the Institute's values and its Advisers' Code of Conduct.

### **What the role is not**

This is not a trustee or governance role. Advisory Board members are not trustees, employees or members of the charity in the constitutional sense. The role carries no legal or financial responsibility for the Institute, and no authority to make decisions for it, to commit its resources, or to speak for it publicly unless we have expressly agreed that you will.

### **Who we are looking for**

- recognised expertise, knowledge or experience relevant to the board concerned;
- a genuine interest in the Institute's mission and the advancement of learning;
- sound, independent judgement and a willingness to offer honest advice; and
- a willingness to give a modest amount of time across the year.

### **Term and commitment**

Appointments are normally for a term of three years, which may be renewed by agreement. The role is voluntary and unpaid, although reasonable, pre-agreed expenses may be reimbursed. The time commitment is modest — the meetings, plus occasional input — and we will always be mindful of the demands on your time.

### **Appointment and due diligence**

Appointments are approved by the Board of Trustees. As part of the process, we carry out proportionate due diligence and, because our work involves children and young people, this may include a Disclosure and Barring Service (DBS) check where the role is eligible. We will ask you to confirm your agreement to the Advisory Board Framework and the Advisers' Code of Conduct, and we will never describe you publicly as associated with the Institute until you have agreed in writing.

### **Expressing interest**

If you would like to discuss the role or express your interest, please contact Fabian Lord, Director at [info@theialm.org](mailto:info@theialm.org). We would be delighted to hear from you.