

The Conference & Sponsorship Committee

Terms of Reference

Preamble:

The Board of Directors of the MGAA may establish, repeal or amend the Terms of Reference of the standing committees of the Association at their discretion. The Conference & Sponsorship Committee is a standing committee of the MGAA.

Committee Chair and Members:

The chair of the Conference & Sponsorship Committee shall be a director of the MGAA and shall be appointed to serve as chair of this committee by the Board of Directors.

The Conference & Sponsorship Committee shall be made up of at least three (3) individuals and not more than 7 (excluding the executive] who are acceptable to the Board. These appointments will be based on recommendations made by the chair to the Board. The chair may recommend the removal of any member, and in the interim, may suspend member participation until the Board has made a decision on the removal.

The committee shall also have the authority to invite individuals to serve as seconded members to the committee. The nature and length of the secondment shall be at the discretion of the committee chair.

Meetings:

The committee may meet for the transaction of business, adjourn and otherwise regulate its meetings as it sees fit and may from time to time adopt, amend or repeal rules or procedures in that regard.

At least 3 members of the committee shall form a quorum for the transaction of business by the committee.

The committee chair shall preside at all meetings and, in consultation with the other committee members, shall set the frequency and length of each meeting and the agenda of items to be addressed.

The committee chair will ensure that the following documents are circulated at least five (5) days in advance of each meeting:

1. the agenda for the meeting;
2. any other documentation related to the business to be conducted by the committee.

Committee members can, by unanimous consent, waive the requirement for the five (5) day period. However, this practice should be limited to only rare and unusual circumstances which do not allow for the information to be prepared and circulated within the prescribed time limit.

The committee may hold meetings in person or by teleconference or by such other electronic means that permit all persons participating in the meeting to properly

communicate with each other. There should be at minimum four (4) meetings annually and wherever possible, at least one in-person meeting.

A majority of votes of the committee members shall decide questions arising at any meeting. Each committee member is authorised to exercise one (1) vote. In case of an equality of votes, the committee chair shall have a second or casting vote.

Reporting:

At each meeting of the Board, the committee chair shall report on the work undertaken by the committee since the last report.

Confidentiality:

All business transacted by the committee is confidential.

Budget:

The committee will advise the Board on any projects covered under its remit and will from time to time request a budget for approval.

Committee's Role:

The committee is authorised to perform the following functions:

1. Provide strategic guidance and recommendations regarding the Association's annual conference, including location, panellists and speakers
2. Review and make recommendations of the existing sponsorship income, and where applicable identify potential new sponsors.
3. Provide guidance to the Association on attending the BIBA annual conference & exhibition and to identify potential MGA partners to share the MGAA stand
4. Provide strategic guidance in relation to regional events where MGA members will be able to meet regional insurance brokers and intermediaries.
5. Define and review the sponsorship package, including benefits, with all annual sponsors. And build a close working relationship with regular meetings/consultations throughout their term of sponsorship.
6. Provide guidance and recommend options for the Association's social event
7. Review event specific sponsorship to ensure that these would not clash with the annual sponsor but could provide additional resources for the Association;
8. Liaising with the Executive & Finance Committee in monitoring the potential tax implication in the event that the total income exceeds the VAT threshold
9. Such other duties as may from time-to-time be assigned to the Committee by the board