

## **MEMBERSHIP, BENEFITS, EVENTS AND TRAINING COMMITTEE (MBC)**

### **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 MBC is a standing committee of the MGAA.

#### Committee Chair and Members:

The chair of the MBC shall be a director of the MGAA and shall be appointed to serve as chair of this Committee by the Board.

The MBC shall be made up of at least three (3) individuals acceptable to the Board. These appointments will be based on recommendations made by the Chair of the Committee to the Board. The Chair of the Committee may recommend the removal of any member to the Board and, in the interim, the chair 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 three (3) Committee members** shall form a quorum for the transaction of business by the Committee.

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

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.

Questions arising at any meeting of the Committee shall be decided by a majority of votes of the Committee members. 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 by its remit and will from time to time request a budget for approval.

### Committee's Role:

The Committee shall perform the following functions:

1. To manage and develop the MGAA Website.
2. To manage Business Development including recruitment of new members, retention of current members and promoting the MGAA throughout the industry.
3. To develop the benefits offered to MGAA members.
4. Learning & Development
  - to advise the Board on matters relating to education and training
  - to promote the Association's position on professional development and encourage stakeholders to support and contribute to this initiative.

Other duties include:

- Plan schedule of event and market briefings
- Ensure best practice guideline papers are produced
- Advise on the commissioning of market research into the insurance profession that has a benefit to MGAA Members.
- Such other duties that, from time to time, may be assigned to the Committee by the Board.

### **Addendums**

1. Communication between member to member means
  - a. A module within the website infrastructure whereby members can discuss topics/subjects of any nature. It is intended to give members the opportunity to communicate with one another and build relationships by way of a message forum. Before a member can actively engage in the forum they will need to register their details via the MGA's member login and will agree not to engage in malicious content.
2. Secure login area for document files and member management
  - a. The website will provide a secure area for members to access a library of MGA files. This will be a download and/or view only database that the MGAA and its Associates will supply.
3. Recruitment of new members and retention of current members
  - a. "Full Member" – notwithstanding the definition within the MGAA Articles of Association, What is NOT an MGA is an entity where;
    - i. The Committee will ensure that any new member fulfils the criteria of an MGA.
    - ii. To work with the Executive to develop benefits to ensure membership retention.
    - iii. To establish a book of members without a reliance on any one type.