

TERMS OF REFERENCE – MEMBER SERVICES COMMITTEE

The Member Services Committee is a committee of the Council of SPP

1. Composition and Tenure

- 1.1 Individual members are subject to approval by Council. Council may amend committee membership at any time.
- 1.2 The Committee's membership should have representation from across the industry, reflecting the professional diversity of the Society, and providing a breadth of perspective in the delivering the Objectives. SPP will encourage firms represented on the Committee (and firms providing event speakers) to consider SPP's commitment to diversity when nominating individuals.
- 1.3 There is no specific limit on length of tenure for members, though an annual refresh may be sought.
- 1.4 The SPP CEO is an ex-officio member of the Committee.
- 1.5 The President and Immediate Past President are ex-officio members of the Committee.
- 1.6 The Committee may ask other individuals to attend, as required for the business of the meeting.
- 1.7 The Chair of the Committee is appointed by the CEO and President. If the Chair is not present then the SPP President or CEO shall preside.
- 1.7 The Chair of the Committee is Pete Cottingham (term began April 2021).
- 1.8 The Chair will serve an initial term of c2 years, with an option for extending by 1-2 years, as agreed with the CEO and President.

2. Objectives

The Committee has the following objectives:

- 2.1 To oversee the SPP's technical event programme, advising on topics, speakers and format.
- 2.2 To advise on major social events run by SPP.
- 2.3 To support the membership growth strategy as set by Council, advising on target areas of membership, specific firms for membership, making introductions as appropriate.
- 2.4 To support membership engagement and the development of the SPP's value proposition.
- 2.5 To support the SPP's social media content generation and to promote through personal and professional networks.
- 2.6 To liaise with the SPP's technical committees and Council, as required to deliver these objectives.

3. Role of membership/review

Membership of an SPP Committee is an active role, with the following expectations:

- 3.1 Committee members are asked to engage with the topics under discussion, sharing their expertise and contacts as appropriate.
- 3.2 Continuity of attendance at committee meetings is important. Members are therefore asked and to arrange for a briefed substitute to attend in their absence as far as possible.
- 3.3 The Committee Chair, President and the CEO keep the Committee's performance under review.

4. Meeting arrangements

- 4.1 A quorum shall be at least one of Chair/CEO/or President and at least 4 members in total.
- 4.2 Meetings shall be scheduled every 2 months, or as business requires.

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29.07.21.