

TERMS OF REFERENCE – EARLY CAREER PROFESSIONALS GROUP

The Early Career Professionals Group is a sub-committee of the SPP's Executive Committee (ExCo)

1. Composition and Tenure

- 1.1 Membership of the Group is corporate, with an exception noted in 1.3. The member-firm is technically the Group member and that firm nominates an individual (or, in exceptional circumstances, two individuals) to represent it. Individual members are subject to approval by ExCo. ExCo may amend Group membership at any time.
- 1.2 There is no specific limit on length of tenure for members, though members should consider succession plans as they progress beyond 'early career', loosely defined by SPP as 6 or fewer years in pensions.
- 1.3 The SPP CEO is an ex-officio member of the Group.
- 1.4 The Group may ask other individuals to attend, as required for the business of the meeting.
- 1.5 The Chair of the Group is a personal appointment made by the SPP CEO. If the Chair is not present in person (even though a substitute is sent by their firm) then the Deputy Chair shall preside in their absence. If neither is personally present, then the Group shall select an acting chair for that meeting or the SPP CEO shall preside.
- 1.6 The Chair of the Group is Tom Hill (term began August 2025). The Deputy Chair is Jay Holley.
- 1.7 The Chair will serve a term of c.1 year, as agreed with the CEO. It is anticipated, though not mandated, that the Deputy Chair will succeed the Chair.

2. Objectives

The Group has the following objectives:

- 2.1 To support SPP in best serving the professional needs of the early career professionals (ECPs) within its member firms, defined without rigidity as six or fewer years working in pensions.
- 2.2 To steer the programme of engagement and development activities SPP delivers for ECPs, ensuring that it is complimentary and value-additive to other industry initiatives.
- 2.3 To oversee a programme of high quality hybrid events, balancing technical and soft skill learning for ECPs with networking opportunities. To take on chairing and speaking roles where appropriate.
- 2.4 To lead the topic selection for ECP-focussed recorded resources, participating where appropriate.
- 2.5 To plan and oversee the structured networking programme, roundtable discussions, committee observation, papers and other initiatives agreed by the Group from time to time.
- 2.6 To work with the SPP staff team at the delivery of in-person engagements, to take a hosting role, welcoming attendees and endeavouring to connect professionals and expand their networks.
- 2.7 To maintain the accessibility of initiatives, including geographically by prioritising hybrid over in-person. To design programmes with attention to serving the diverse SPP membership.

3. Role of membership/review

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

- 3.1 Group members are asked to engage with the topics under discussion, bringing their and their organisation's expertise to bear.
- 3.2 Group members are asked to actively promote relevant SPP activities within their firms and networks and to continually develop the SPP's contact list of ECPs from their firms, including new annual intakes.
- 3.3 Group members are expected to lead or contribute to a range of initiatives, that will require their time outside of formal meetings. It is an expectation of Group membership that such duties will be shared within the Group's member firm representatives.
- 3.4 Continuity of attendance at Group meetings is important. Members are therefore expected to attend the majority of annual meetings and to arrange for a briefed substitute to attend in their absence as far as possible.
- 3.5 The ECPG Chair, Deputy and CEO keep the Group's performance under review. For the sake of the optimal functioning of SPP's formal groups, if an individual becomes unable to make a reasonable contribution to the Group's work, this will be discussed with them. In the exceptional event that the position cannot be satisfactorily resolved, the member firm will be asked to review its representation.
- 3.6 Group members agree to abide by relevant statutory obligations, by not sharing information through their work on the Group that would breach anti-competition regulations. In addition, members are asked to use their judgement and exercise discretion when sharing information shared by the Group that may be reasonably expected to be kept confidential.

4. Meeting arrangements

- 4.1 A quorum shall be 4 members plus at least one of the Chair, Deputy or CEO.
- 4.2 Meetings shall be every two months or as required to deliver the Group' objectives.

v.280526