

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, from time to time. 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 appointed by the Board of Directors. These appointments will be based on recommendations made by the Chair of the Conference & Sponsorship Committee to the Board of Directors. The chair of the Committee may recommend the removal of any member, and in the interim, may suspend member participation until the Board of Directors 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 members.

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) 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) working 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) working day period. However, this practice should be limited to 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:

The Committee chair shall report to the Board of Directors on the work undertaken by the Committee since the last report.

Confidentiality:

All business transacted by the committee is to be kept confidential.

Budget:

The Committee will advise the Board of Directors on any projects covered under its remit which require expenditure and will 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. 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.
4. Review event specific sponsorship to ensure that these would not clash with the annual sponsor but could provide additional resources for the Association;
5. Liaising with the Executive & Finance Committee in monitoring the potential tax implication in the event that the total income exceeds the VAT threshold
6. Such other duties as may from time-to-time be assigned to the Committee by the Board of Directors.