

The Investor Relations Society

Terms of Reference for the Events Committee

The Events Committee shall have the following terms of reference

1. Constitution

- 1.1 The Board has established a Committee of the Board known as the Events Committee.
- 1.2 The Terms of Reference for the Committee outlined below are defined by the Board and may be amended by the Board at any time to reflect changing circumstances.

2. Membership

- 2.1 The Board is the sole authority for the appointment of the Chairman of the Events Committee and for the revocation of any such appointments.
- 2.2 The Events Committee shall comprise not less than four members of whom at least two should be Board members.
- 2.3 There should be a Chairman and Deputy Chairman of the Committee. The Chairman shall be a member of the IR Society's board. The Deputy Chairman should be recommended by the Chairman and reported to the Board for approval.
- 2.4 The Committee Chairman shall have the authority to recommend new members for the Committee. All members of the committee should be full members of the Society unless specifically approved by the Board. All new Committee members are to be reported to the next IR Society Board Meeting.
- 2.5 The quorum shall be two Committee members one of whom should be the Committee Chairman unless he/she is unable to attend then any other Board member. All members of the Committee shall be advised of the business to be transacted at any meeting even if they are unable to be present.
- 2.6 The meetings shall be in person or by telephonic or electronic means as long as all attending the meeting can hear the conversation.

3. Frequency of meetings

- 3.1 Meetings of the Events Committee shall be held as necessary to undertake the duties outlined below but the Committee shall meet not less than four times a year.
- 3.2 The Chairman or Deputy Chairman of the Committee shall report to the Board after each meeting to advise of actions taken and decisions made.
- 3.3 The minutes of the meetings shall be circulated to all members of the Board prior to the next IR Society Board meeting.

4. Duties

- 4.1 The duties of the Committee shall include the following:
 - Identify key topics for IR Society Events to include Informer Breakfasts/Evenings, Now Lunches, Seminars, Webinars, Policy Fora and networking events;
 - Agree the six monthly programmes for events;
 - Delegate responsibility for relevant events to Committee members to help IR Society Executive team organise events;
 - Assist the executive team in obtaining sponsorship for the Events Programme;
 - Review feedback from events and assess relevance of the programme to members;
 - Prepare the proposed budget for the events programme for approval by the Finance Committee and submission to the Board for approval;
 - Plan and organise the Annual Dinner and assist the executive team to obtain sponsorship;
 - Prepare the proposed budget for the Annual Dinner for submission to the Board for approval;
 - Produce a pricing policy for the Annual Dinner; and
 - Review Annual Dinner spend against budget.
- 4.2 The Committee shall undertake any other duties as directed by the Board.

These Terms of Reference were adopted by the Board on 17 November 2009