



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 will suffice. 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 Committee members will be invited to serve for a period of 12 months.

2.7 Committee members are required to attend at least 70% of meetings during their 12-month tenure.

2.8 The meetings shall be in person, by telephone or virtually 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 & formats for a range of IR Society events to be conducted virtually and in-person. Given the nature of this Committee, it is imperative that members are forthcoming with ideas and suggestions.
- Agree a 12-month calendar of events. This calendar should feature core components and should be flexible enough to accommodate ad hoc/topical events.
- Provide assistance with the planning, organisation and execution of these events.
- Each committee member will be fully responsible, in conjunction with the Executive team, for the creation, planning and execution of at least one event during their 12-month tenure.
- Attend at least 50% of the planned events calendar.
- Responsiveness to events committee communications (emails etc). Events rely on effective communication and by extension, so too does this Committee.
- Assist the Executive team with event sponsorship ideas/suggestions.
- Review feedback from all events and assess effectiveness.
- Review the proposed budget for the events programme with Executive team for approval by the Finance Committee and submission to the Board for approval.
- Review the Annual Awards Dinner plans (host/venue/format/etc) & pricing policy with Executive team.

4.2 The Committee shall undertake any other duties as directed by the Board.

These Terms of Reference were updated by the Board on 31st March 2021