

## TERMS OF REFERENCE – EARLY CAREER PROFESSIONALS’ GROUP

### 1. Composition and Tenure

- 1.1 The Early Career Professionals’ Group (ECPG) membership is a combination of representatives from SPP Member Firms and ex officio SPP individuals. SPP may amend the membership of the Group in any way at any time.
- 1.2 The ex officio membership of the Group is:
  - SPP CEO
  - SPP President
- 1.3 The Group may ask other individuals to attend, as required for the business of the meeting.
- 1.4 The Chair the Group will be agreed by the SPP CEO and President. The Chair’s term will generally be 2 years.
- 1.5 Sub groups may be formed to support specific objectives, as required by the ECPG Chair and CEO.

### 2. Objectives

The Group has the following objectives:

- 2.1 To support SPP in best serving the professional needs of the membership cohort of individuals who have five or fewer years working in pensions (‘the Membership Cohort’).

through:

- 2.1.1 steering the development of an event programme that will best engage the Membership Cohort across the breadth of firms that SPP serves.
- 2.1.2. providing support to the Membership Cohort in deriving value from the SPP’s core event programme.
- 2.1.3 encouraging engagement from the Membership Cohort with the output of SPP’s technical committees.
- 2.1.4 supporting the SPP in delivering opportunities to the Membership Cohort to network and drive the formation of professional connections.
- 2.1.5 informally consulting the Membership Cohort on a period basis, to inform activity and priorities.
- 2.1.5 developing the SPP’s wider output aimed at providing benefit to the Membership Cohort.

### 3. Role of membership

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

- 3.1 Group members are asked to actively promote relevant SPP activities within their networks and to continually develop the SPP’s contact list of those from the Membership Cohort.

- 3.2 Group members are asked to engage with the topics under discussion, bringing their and their organisation's expertise to bear.
- 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 equitably within the Group's member firm representatives.
- 3.3 Continuity of attendance at meetings is important. Members are expected to attend the majority of scheduled meetings each year and to arrange for a briefed substitute to attend in their absence as far as possible.
- 3.4 The ECPG Chair 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.
- 3.5 Group members are asked to use their judgement and exercise discretion when sharing information shared by the Committee that may be reasonably expected to be kept confidential.

#### **4. Meeting arrangements**

- 4.1 A quorum shall be one of CEO, President and ECPG Chair AND a total of no fewer than 4 members.
- 4.2 Meetings shall be every 6-8 weeks or as required to deliver the Group' objectives.