

TERMS OF REFERENCE - EXECUTIVE COMMITTEE

The Executive Committee is a committee of the Council of the SPP

1. Composition and Tenure

- 1.1 The Executive Committee (ExCo) membership is entirely ex officio. Council may amend the membership of the Committee in any way at any time.
- 1.2 The ex officio membership of the Committee is:
 - President (Chair)
 - CEO
 - Honorary Treasurer
 - Immediate Past President (until the President Elect is identified, when they will replace the Past President)
 - Two Council-appointed representatives
- 1.3 The Committee may ask other individuals to attend, as required for the business of the meeting.
- 1.4 The President will chair the Committee.
- 1.5 The term of membership will align with terms (or period, as relevant) of office.

2. Objectives

The Committee has the following objectives:

- 2.1 to support the work of the executive, offering guidance and review as required. This will include, inter alia, strategic planning, Society activity & resources and membership development; and
- 2.2 to discharge specific duties with delegated authority from Council, see section 3, and to monitor the various actions agreed at Council meetings.

3. Delegated Authority

The Committee is authorised by Council to:

- 3.1 to approve expenditure additional to the agreed annual budget, up to £10K of the free reserve (in aggregate, within any financial year);
- 3.2 to set individual staff pay increases annually (excluding the CEO), within a total sum set by Council.
- 3.3 to approve any proposals for change to the staffing structure, excepting material changes to the CEO role or post holder;
- 3.4 to approve policies required by the SPP, either as a statutory requirement or to ensure the smooth running of operations (including Information Governance and HR policies).
- 3.5 to approve wider operational changes to the running of SPP, if their budgetary impact does not exceed that set out in 3.1 and that they do not materially reduce services provided to the membership.

4. Meeting arrangements

- 4.1 A quorum shall be the President, CEO and one other. Decisions concerning the CEO (when the CEO is excused for the discussion) are quorate with the President, Treasurer, and one other;

4.2 Meetings shall be between sittings of Council, between once and twice depending upon level of business;

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