

National Association Equipment Providers Conference Special Interest Group



Terms of Reference

Constitution and Purpose

The Group has been established as the primary lead for the strategic planning and delivery of an annual conference to the membership. The Group will act as a hub for the representation of the views of the membership and the Council, to ensure that the conference reflects the needs of the membership and the strategic goals of the Association.

Membership and Attendance

The Group will consist of the Chair, Deputy Chair and representatives from the membership.

Core Members – Invited from the membership and elected from the SIG membership

Chair
Deputy Chair
Secretary
Sub Contractor (conference organiser)

The core membership of the Group will consist of members of the Association. Non-members of the Association will have the right of attendance, subject to invitation and prior notification to the Group Chair. The Group may co-opt participants with a particular expertise – voting rights of such participants will be subject to holding a membership of the Association.

Attendance:

Group members are encouraged to attend as many meetings as feasible in order to play an active role in the activities of the Group. The Chair or Deputy Chair of the Group will exercise their discretion on member's attendance.

Quorum:

The quorum for the Group is defined as a minimum of 5 and maximum of 10. The quorum for decision making shall consist of the Chair (or Deputy) and 4 attending members.

Venues:

Various locations in the UK - subject to agreement and arrangement.

Frequency & Timing:

Approximately 4 to 6 meetings per year and scheduled from 10.00 am 15.30 pm.

Meeting dates will be scheduled to take place before and after the full Council meetings to ensure clear communication pathways between the group and the Council.

Expenditure:

Sponsorship should be sought wherever possible for Group meetings. Expenditure should be kept to a minimum and in the event of extraordinary costs being incurred, prior notification should be given to the NAEP Chair.

Expenses:

Members of the Special Interest Group will be entitled to the reimbursement of all reasonable expenses that are incurred in the attendance of meetings and in accordance with the Associations current rates.

Completed claim forms, supported with appropriate receipts are to be sent to the Group Chair for counter signing and forwarding to the Treasurer.

Duties

- To utilise the services of the chosen event sub contractor (conference organiser), provided performance indicators are met and in accordance with the brief provided by NAEP
- To provide a comprehensive brief to the event sub-contractor
- To project manage the conference in conjunction with the conference organiser
- To ensure that the annual conference event is representative of a return of investment and the profit contribution to the Association is proportional to expenditure and in line with year on year performance and the expectations of the Council
- To provide a post conference evaluation report to the Council on the delegate and commercial sponsors feedback
- To provide a post conference appraisal on the event sub contractor (conference organiser)
- To utilise all available resources within the structure of NAEP to maximise attendance to the event
- To canvass opinions/input from the membership in the formulation of conference programmes.
- To ensure that the conference appeals to a broad based and national/ international market.
- To make all relevant post conference information available to the membership through the Associations web site.
- To offer travel options to the membership to facilitate the ease of attendance to the conference in areas which are geographically challenged
- To continue to offer the membership preferential delegate conference rates, which will be reviewed annually in conjunction with the current membership fee structure.
- To produce a business plan on the annual conference as a NAEP production, to be delivered to the Council in January 2008

Responsibilities

Voting:

Persons wishing to join a Special Interest Group should note that voting rights are in accordance with the Associations Constitution and Standing Orders.

Chairperson:

The Chair of the Special Interest Group is elected for a term of up to 3 years and in accordance with the Constitution and Standing orders of the Association.

Reporting:

The Secretary or a delegated alternative will take the minutes at every meeting. Draft minutes will be circulated to all attending members of the meeting for approval. In the event of additions/corrections, the minutes will be redrafted and circulated for final approval. The Chair/Secretary will forward the agreed minutes within 1 month of the meeting date to the NAEP Chair for circulation.

The Chair and Deputy Chair of the Special Interest Group will attend and present a report at the first Council meeting with responsibility for attending/reporting at subsequent Council meetings falling to either post holder.

Special Interest Group Chairs have a responsibility to provide regional news for submission to the Equipment Services Journal. Special Interest Groups have a remit to maintain a list of core members and attendees of meetings.

Review of Terms of Reference

The Terms of Reference will be reviewed annually and amended as appropriate.