

INCOME GENERATION COMMITTEE

Terms of Reference

AIM

The Income Generation Committee (IGC) is established to help the Alliance develop diverse revenue streams.

ACTIVITIES

1. Provides input in the development and progress of the Alliance's Income Generation Strategy.
2. Determines what aspects of the income generation strategy and its financing should be taken to the Alliance Board for approval or to report progress.
3. Provides advice, support and counsel to the executive on individual elements of the income generation strategy.
4. Provide challenge to the executive to ensure the right resources are in place to support the delivery of the strategy.
5. Monitors the delivery of income generation targets in the budget.
6. Checks the progress of activity against an agreed operational plan.
7. Any other duties referred to it by the Alliance Board.

MEMBERSHIP

1. The Director with responsibility for income generation activities.
2. At least one further Non-Executive Director.
3. The Chief Executive.
4. Up to five external members who bring a range of different experience and skills relevant to the income generation strategy eg digital marketing, customer engagement, sponsorship/commercial partnerships, event strategies, fund raising, member services etc.

STRUCTURE

1. The Non-Executive Director with responsibility for income generation activities shall be Chair of the Committee.
2. At any meeting of the Committee at which the Chair is not present the other members shall agree a Chair for that meeting only.
3. The quorum for the Committee shall be four.
4. The Director of Business Development & Corporate Services shall be in attendance at all meetings of the Committee except when the committee directs otherwise.
5. The Chair of the Alliance Board shall be entitled to attend any meeting of the Committee.
6. Other members of the Executive will be invited to attend the Committee as required.
7. The Alliance Board has the power to add to or otherwise alter the composition of the Committee if it deems it appropriate.
8. The Alliance Board has the power to terminate the appointment of a member of the Committee.

WAY OF WORKING

1. The Committee shall meet as it deems necessary but at least four times a year. The use of teleconference facilities may be used for a meeting and shall be deemed to constitute a meeting for this purpose.
2. The agenda and supporting papers for the meetings will be circulated to Committee members at least seven days before each meeting.
3. Minutes of the Committee will normally be taken by the Company Secretary.
4. The Committee shall report to the Alliance Board and minutes of its meetings shall be distributed to those Directors for information.