

IPS Management Executive Group

Terms of Reference

1.0 Purpose

- 1.1 The IPS Management Executive Group (MEG) executes and monitors the delivery of the IPS strategy and is responsible for managing the delivery of the annual business plan.

2.0 Accountability

- 2.1 The MEG is accountable to both the IPS Board of Trustees and the membership of the Society and will report to the Board of Trustees.

3.0 Main functions of IPS management group

- 3.1 To develop the operating business plan based on the strategic plan and annual budget for approval by the Board of Trustees
- 3.2 To implement the vision, mission and strategic objectives of the society in accordance with the business plans and budgets
- 3.3 To monitor performance against the strategic plans, business plans, budgets & operational activity
- 3.4 Liaise with the consultative committee to receive and share information relevant to the operation of the society
- 3.5 To direct the efficient and effective management of IPS operations
- 3.6 Day to day management of governance and risk
- 3.7 Report to the Board of Trustees

4.0 Membership

- 4.1 The Honorary Officers (Honorary President, Honorary Treasurer and Honorary Secretary) (who are also Trustees and Company Directors of IPS)
- 4.2 The deputy officers (Vice President, Deputy Secretary, Deputy Treasurer)
- 4.3 Business group leads:
 - Scientific Programme Committee
 - EPDC
 - R&D
 - Editorial Management Group
 - Corporate Affairs
 - International Engagement Committee
- 4.4 Five UK country leads (England, Scotland, Wales, Northern Ireland and Ireland). In the absence of the country lead, their Deputy or other officer from the branch management team may attend.

5.0 Meetings

- 5.1 The IPS MEG will meet four times a year.
- 5.2 MEG members may be expected to participate in additional teleconferences
- 5.3 The meetings are chaired by the President or in their absence, the Vice President.
- 5.4 Agenda, papers and minutes will be provided and distributed at least 14 days prior to the next meeting.
- 5.5 All meeting papers will record action points.
- 5.6 Papers will be archived by the secretary at Fitwise Management Ltd.
- 5.7 Reports will be submitted to the secretary 2 weeks prior to each meeting to allow circulation with agenda.
- 5.8 Group members are expected to complete actions assigned to them as per the timescales agreed at meetings or through other forms of communication.

6.0 Financial arrangement

- 6.1 Reasonable expenses incurred by MEG members while on IPS business will be paid in line Standard Operating Procedure (SOP).
- 6.2 Non-Trustee members of the IPS MEG may be eligible for an remuneration subject to the independent approval by the board of Trustees.

7.0 Confidentiality

- 7.1 Meetings are confidential and private.
- 7.2 Members may, by prior arrangement with the President, attend the meeting as observers. The confidentiality of discussions observed will be expected to be maintained.