

TERMS OF REFERENCE

Corporate Advisory Group (CAG)

1. Purpose

The Corporate Advisory Group (CAG) aims to foster effective relationships between the industry and the Society to advance the IPS vision and mission, adhering to the highest ethical standards.

2. Accountability

- The CAG is accountable to the IPS Management Executive Group (MEG).
- The CAG will report all recommendations, decisions, and motions to the IPS MEG.

3. Objectives

The objectives of the Corporate Advisory Group are to:

- Alert the IPS MEG to industry issues that could impact the Society's business and objectives.
- Provide feedback on corporate membership and partnership benefits, suggesting enhancements that align with current industry ethical standards.
- Explore ways in which Corporate Members and Partners can support the Society's educational and research activities, while also considering how IPS can support these members and partners.
- Organise and plan networking events and Product Surgery Days.
- Review the IPS Corporate Membership and Partnership framework, agreements, and policies biennially.
- Review and approve new and existing Corporate Partnerships.
- Offer feedback on strategic and business planning issues where appropriate.
- Consider and discuss issues raised by corporate members/partners, ensuring that industry members do not use their membership to advance personal business interests.

4. Membership

- Coordinator
- Deputy Coordinator
- Treasurer
- Member of the Scientific Programme Committee
- Up to four IPS members
- IPS Chief Executive Officer

In Attendance:

IPS staff team as required

Invited as required: IPS President/Vice-President

5. Chair of the Group

The Group will be chaired by the coordinator.

6. Decision-Making

- Discussions and action points from CAG meetings will be recorded.
- Members are expected to complete assigned actions within the agreed timescales.
- The Coordinator and Deputy Coordinator will be appointed by the IPS MEG. In the absence of the Coordinator, the Deputy will assume decision-making responsibilities.

7. Meeting Arrangements

- The CAG will meet virtually as needed, as agreed by the Coordinator.
- Agendas and meeting papers will be distributed at least seven days prior to meetings.
- Meeting records will be provided to members within one month and will include action points where appropriate.
- All meeting papers will be archived by the IPS Governance and Engagement Manager.

8. Confidentiality

- Meetings are private; however, resulting papers will be made available as specified.

9. Financial Arrangements

- A financial forecast for the CAG will be included in the annual business planning cycle.