

PORTFOLIO TERMS OF REFERENCE

1. Title of Committee:

Sponsorship

2. Reporting to:

Rachel Green

3. Date of Establishment:

April 2021

4. Functions and Responsibilities:

To liaise with sponsors directly alongside the AGES General Manager and Sponsorship Manager.

5. Membership:

Rachel Green, Bassem Gerges, Emma Readman, and Michael Wynn-Williams

6. Management and Co-ordination:

YRD

7. Chair:

Rachel Green

8. Quorum:

9. Agenda items:

Notification of agenda items and documents to be provided to committee no later than 7 days prior to committee meetings.

10. Minutes and Meeting Papers:

To be generated within 2 weeks of each meeting.

11. Frequency of Meetings:

At least one face-to-face meeting with sponsors per year, with other discussions undertaken as necessary

12. Review of Terms of Reference:

Terms of Reference should be reviewed as considered necessary, but at least every 2 years.

13. Approval Process and Date for Next Review:

AGES Board Approval:	
Date of next Review:	
Revision History:	28 August 2023