



**MEMBERSHIP ADVISORY PANEL (MAP)
(incorporating ACT Treasury Networks)**

**TERMS OF REFERENCE
*As at July 2019***

Background

The ACT is supported by a number of advisory panels and other groups which provide input into key areas of the Association's work. These groups and panels are advisory in nature and have no decision-making authority. They help Council and the Executive team to deliver the ACT's strategic objectives through the expertise, market knowledge, contacts and enthusiasm of members and others working with treasurers.

For individuals, these groups provide a way to get involved, give something back to the profession and develop their own personal networks, and participation is a rich source of CPD. They also provide a pipeline of talented members for potential future Council membership.

For the ACT, the most important function of these groups is their representative role, providing insight and understanding of the profession. Membership of these groups is drawn from across all levels, sectors and locations and provides Council with a fair and transparent way of gathering member views, helping it make decisions in a considered and inclusive basis.

Interaction with Council

Minutes or notes of meetings of the advisory panels are included with the pre-read papers for Council. The regular strategic updates provided to Council by management will, where relevant, draw upon the work/discussion of these panels and groups, and the chair or other members of the panel may be invited to attend Council meetings to support management with these strategic updates.

MAP objectives

1. To provide input into and feedback on the following matters relating to the membership of the ACT:
 - any proposed changes to the structure of the membership including new categories of membership
 - appointment of Honorary Fellows - for recommendation to Council
 - membership rules, including the Ethical Code and Disciplinary Rules and CPD requirements
 - relevance and value of member benefits, including:
 - CPD and career development resources
 - Treasury Network and other member events
 - any significant new product or service offering
 - from time to time, and as requested by the Executive team, provide input into and feedback on other ACT activities from the perspective of the membership, e.g. annual conference and other events, publications, website content, webinars, podcasts etc
 - membership fees including annual subscription levels
 - member engagement - increasing the level of member participation in ACT activities
 - effectiveness of member communications e.g. member newsletters, member pages in The Treasurer, blogs and web pages
 - membership growth and trends, including:
 - membership progression (student through to qualified member)
 - member retention
 - identification of potential areas for growth
 - gathering the views of the wider membership through surveys, face-to-face contact etc
 - raising the profile of the ACT and the treasury profession for the benefit of its members.

2. To provide insight into the treasury profession, market knowledge, the views and needs of treasurers and others from the ACT community.
3. **ACT Treasury Networks** - ACT Treasury Networks (formerly known as regional groups) provide a real benefit to members and are an important means to raise the profile of treasury, promote the ACT's aims and grow the community across the UK and internationally. Treasury Network Ambassadors work closely with the Executive team to support these groups and ensure we continue to provide high quality networking and professional development opportunities for members at a local level.

In the Middle East, East Africa and Asia, country-based networks are supported by Advisory Panels, chaired by an ACT member or the Chief Executive. Other Treasury Networks, supported by one or more Treasury Network Ambassadors, currently include:

UK: London, Midlands, North of England, Scotland, South West of England.

Non-UK: Hong Kong, Ireland, New York, Singapore, Switzerland.

To ensure a consistent approach, Treasury Network Ambassadors are members of MAP, which includes representation from the Middle East and East Africa Networks.

Guidelines for Treasury Network Ambassadors and other volunteers supporting this work (**Appendix 1**) are reviewed periodically by the Executive team and MAP.

Membership

Membership should be drawn from across the wider membership with a view to providing representation from across different categories of membership, levels of seniority, geographies and sectors, including representation from Future Leaders and retired members.

There is no minimum or maximum size of the panel however, from time to time, the chair and Director of Membership & Governance will review the size and membership of the panel to ensure it is best able to meet its objectives. This review will take account of the views of current members of the panel which will be collected via an annual questionnaire, the results of which will be shared and discussed with the panel.

There is no fixed term of membership of the panel, however the annual questionnaire will provide an opportunity for members to assess for themselves whether they feel that they can continue to add value and are encouraged to speak with the chair and/or the Director of Membership & Governance if they have any doubts or other concerns.

The chair will be appointed in consultation with the Chief Executive, Director of Membership & Governance and the President of the ACT. The chair will normally be a volunteer from the current panel however, if this is not possible (e.g. there is no current member willing and able to take on the role) then an appointment will be made from the wider membership.

The chair will liaise closely with the Executive team in all matters relating to MAP including the preparation of the meeting agenda and follow-up actions. They will normally chair meetings of MAP, but in their absence this will be undertaken by the Director of Membership & Governance or another panel member.

Administration

Pre-read will be distributed a week in advance of the meetings. These will be taken as read so the meeting can focus on questions and discussion.

Panel members should confirm in advance whether they plan to attend and if so whether in person or by telephone.

Minutes will be prepared by the Executive team, reviewed by the chair and distributed to the panel as soon as possible, ideally within one week of the meeting.

Members of the Executive team will attend meetings. This will normally include the Chief Executive and the membership team but may include other members of the Executive team depending on the agenda.

Council members may also attend meetings from time to time and depending on the agenda.

Data protection

From time to time it may be necessary to share personal data with members of MAP. This may include providing lists of members and others who have signed up to a particular Treasury Network to facilitate the organisation of events in that region, sharing details of members' CPD records for audit purposes, etc. Members of MAP will therefore be required to sign the ACT's Data Protection Agreement for Volunteers (**Appendix 2**).

Frequency and content of meetings

MAP will meet four times a year and, by exception, at other times if required.

Each year, themes for the meetings will be agreed and these will form the focus of each meeting. Current themes are:

- March: Engagement
- July: CPD and career development
- September: Content
- December: Growth and trends

MAP and the Executive team may together agree to change these themes should the need arise.

Treasury Networks will be included as a standing item at every meeting.



GUIDELINES FOR VOLUNTEERS SUPPORTING ACT TREASURY NETWORKS (UK AND INTERNATIONAL) AS AMBASSADORS AND/OR PANEL MEMBERS

Objective:

To develop and support the treasury community at local level through ACT Treasury Networks supported by local volunteers who act as advocates for the ACT

Volunteer's role will be to:

- raise awareness of the treasury profession and the ACT in the regions by promoting qualifications, membership, training and events
- advise the ACT team on how best to provide a first-rate service to members and students that delivers local, topical, relatively informal 'member-led' meetings and that complement the ACT's programme of events, webinars and other activities
- where possible, facilitate introductions to key employers, professional bodies, regulators etc. In particular, help identify those that may be interested in business membership or CPD employer accreditation or who would benefit from the ACT's support in developing their treasury or finance teams through qualifications, training etc
- be a key point of contact for members and students in local regions and to welcome new contacts

Each Treasury Network will be represented on the ACT's Membership Advisory Panel, the role of which is to provide advice to the ACT Executive team and so ensure we continue to add value for members and students across all levels and sectors and wherever they are located.

We appreciate that your support for the ACT Treasury Network is provided on a voluntary basis and that you have a day job. If, therefore, your situation changes, and you feel that you will not be able to spare the time to assist, please do let us know so we can look to find a replacement (even if temporarily) or additional support.

Representing the ACT

We understand that you may participate in conferences other than those organised by the ACT. We would ask that you speak at such events in a personal capacity or under the auspices of your own organisation and not in your capacity as an ACT volunteer without the ACT's prior approval, as it could be construed that the ACT is endorsing that event, which may well be in competition with the interests of the ACT. If in doubt, we are very happy to advise.

Social media

We ask Treasury Network volunteers to help promote the ACT wherever possible on social media channels including:

- listing your ACT qualifications/membership/ volunteer involvement on LinkedIn profiles where appropriate
- taking part in ACT social media discussion groups and topics where possible
- tweeting about ACT events.

Network activity (meetings/events)

The ACT team will work closely with treasury network volunteers and:

- will aim to produce 3 meetings per year per network. The default setting for these meetings will be informal gatherings for ACT members and students (non-members by specific invitation), facilitated by the network volunteer and with input on potential topics of discussion from the ACT team
- where an opportunity arises for a technical update meeting with a potential host and speaker, a career progression, diversity and inclusion event, or a joint event with another body or association then this can replace one or more of the informal gatherings. Non-members can attend these meetings, if appropriate
- given the higher numbers in London, we will arrange at least 3 events but with flexibility around format and will add more meetings if appropriate opportunities arise
- will report on the meetings afterwards to provide useful content for members by way of articles, blogs, social media etc.

Network volunteer responsibilities:

- provide insight on local market and treasury-relevant topics for the regions
- advise on any cultural/logistics issues
- suggest potential speakers and venues and liaise with the ACT before any commitment is made
- provide a venue where possible to host a network meeting or work with the ACT team, using local contacts to help find local venues
- support the ACT through attendance and involvement (e.g. speaking, facilitating etc) at relevant conferences and meetings. For UK-based representatives this would include attendance, if possible, at the ACT Annual Conference
- use any local contacts to promote attendance at Treasury Network meetings or other ACT events
- ensure any ACT updates or key messages are communicated at meetings
- make the audience aware of any ACT brochures or other material available at the meeting.

ACT responsibilities:

- provide value to all members through a programme of activities
- agree a schedule of dates for the year ahead even if no further details are available yet. Consult with volunteers to find topics highlighted by the members where this is not already being covered by the ACT's programme of events (including webinars)
- secure venues for network meetings. If necessary, ACT funds can be used to secure venues subject to budget
- suggest and agree topics and potential speakers with volunteers before anything is confirmed
- provide all administration for network activity, including:
 - keeping mailing lists for each region on the ACT central database. All new contacts made by the volunteer(s) should be sent to the ACT to be included on the master list
 - sending all communications to members (invitation, reminders, surveys)
 - all bookings should be made through the ACT website
 - supplying attendee lists to the volunteer(s) and host venue for the purposes of facilitating the event. These details must not be used for the purpose of marketing the volunteer's personal business or that of her/his employer or used for any form of communication not connected to the running of the event. The volunteer(s) will be required to sign up to the ACT's Volunteer Data Protection Agreement
 - where possible a member of the ACT team will attend meetings to meet and network with participants and, if appropriate, speak or join a panel.

Commercial team-led activity

The ACT will continue to explore opportunities for sponsored product, which may include regional-based events e.g. as part of a larger package offering. Sponsorship allows us to produce important member products free of charge or at a greatly reduced rate. This activity is also vital for the continued growth of the ACT and the money is invested back into improving the services for all members and students, increasing the visibility of the ACT and the vital work we do to advance the profession. It is important to protect the relationships we have with our sponsors in order to retain their support.

For this reason, Treasury Network meetings must not be used by any organisation to sell or promote their products or services. Banks and other financial service organisations and consultancies need to be considered carefully and discussed with the ACT team prior to any commitment.

Useful contacts

Caroline Stockmann, Chief Executive cstockmann@treasurers.org

Ria Robinson, Director of Membership and Governance rrobinson@treasurers.org

Zoe Norris, Head of Member Engagement znorris@treasurers.org

Louise Tatham, Head of Professional Development, ltatham@treasurers.org

ACT Events team

Vicki Greenwood, Director of Global Events, vgreenwood@treasurers.org

Sulamith Waldmeier, Live & Digital Content Producer – Global Events, swaldmeier@treasurers.org



[name of volunteer]

membership number (if applicable): []

[date]

Dear [volunteer]

ACT VOLUNTEER SERVICES – DATA PROCESSING AGREEMENT

Thank you for agreeing to provide your services to The Association of Corporate Treasurers and its wholly owned subsidiary ACT (Administration) Limited (together referred to as **ACT**) on a voluntary basis.

This letter is the Accompanying Letter referred to in the ACT Volunteer – Data Processing Agreement Terms and Conditions (the **Terms**) a copy of which is attached to this letter. Any initially capitalized words in this Accompanying Letter are as defined in the Terms.

As part of your volunteer services you will be required to process the following Personal Data:

Personal Data	[brief description of data]
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Please sign and date the duplicate of this letter and return it to me to signify your agreement to the Terms.

I look forward to receiving your confirmation and to working with you.

Yours sincerely

Volunteer's signature

Ria Robinson

[name of volunteer]

Director of Membership & Governance

Date:

ACT VOLUNTEER – DATA PROCESSING AGREEMENT

TERMS AND CONDITIONS

DEFINITIONS AND INTERPRETATION

In this Agreement the following definitions apply:

Accompanying Letter: the accompanying letter headed **ACT VOLUNTEER SERVICES – DATA PROCESSING AGREEMENT**.

Data Protection Legislation: all applicable data protection legislation, including the Data Protection Act 2018, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and the General Data Protection Regulation (the **GDPR**), all as modified or re-enacted or both from time to time, and any subordinate legislation made under them.

Personal Data: the personal data, as defined in the Data Protection Legislation, whether of members of the Association, students or employees of ACT or otherwise, provided by ACT to the Volunteer or otherwise obtained by the Volunteer from ACT pursuant to the carrying out of the Services, as identified in the Accompanying Letter and, if applicable, as more particularly described in the Schedule.

Volunteer: the recipient of the Accompanying Letter.

Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall be deemed to be followed by the words **without limitation**.

DATA PROTECTION

Each party shall comply with the provisions of the Data Protection Legislation.

The Volunteer undertakes to:

- process the Personal Data only on the written instructions of ACT as data controller;
- hold the Personal Data in confidence and strictly for use in connection with this Agreement and not use the Personal Data for any other purpose nor to contact individuals other than as strictly necessary to enable the Volunteer to provide the services or otherwise as advised by ACT in writing and, for the avoidance of doubt, not disclose any Personal Data to a third party;
- have in place, and maintain, appropriate technical and organisational security measures to protect the Personal Data from unauthorised, unlawful or accidental use, processing, access, destruction, loss, disclosure or damage;
- not engage sub-processors except with the prior written consent of ACT and under a written contract;
- fully co-operate with ACT in supporting ACT's compliance with Data Protection Legislation, including:
 - promptly acting on ACT's requests with respect to the Personal Data, which may include their secure destruction;
 - assisting ACT in providing subject access and allowing data subjects to exercise their rights under GDPR;
 - assisting ACT in meeting its GDPR obligations in relation to the security of processing, the notification of Personal Data breaches and data protection impact assessments;
- at ACT's option, delete or return all Personal Data to ACT at the end of the term of this Agreement;
- submit to such audits and inspections as required by ACT and provide ACT with all information ACT requires to ensure that both ACT and the Volunteer are meeting their obligations pursuant to GDPR; and
- inform ACT immediately if it is asked to do something that infringes GDPR or any other Data Protection Legislation.

GOVERNING LAW AND JURISDICTION

This Agreement and any dispute or claim arising out of or in connection with it shall be governed by and interpreted in accordance with the law of, and the parties irrevocably submit to the exclusive jurisdiction of the courts of, England and Wales.

Schedule

Information in relation to the Personal Data

The duration of the processing	[Throughout the term of the agreement]
What processing will be carried out	
The purpose of the processing	
The type of personal data being processed	[e.g. name, membership category (if applicable), job title, company, email address, telephone number]
The categories of data subjects	
The jurisdiction(s) outside the European Economic Area to which the Personal Data will be transferred (if any)	
The obligations and rights of the data controller	As set out in clause 2