

Terms of Reference of Singapore Actuarial Society Social and Public Relations Committee

Date:	07/10/2017
Chair of Committee:	Ocean Chiu
Chair of Conference:	NA
Council Member liaison:	Joey Zhou
Number of attendees for Quorum at Committee Meetings (to include Chair or Deputy Chair)	5
Deputy Chair of Committee (if applicable)	Jennifer Yong
Secretary of Committee (if applicable)	
Frequency of Committee Meetings	1 every 2 months
Date of 2018 Conference	NA
Next Review Date	Sept/Oct 2018 at latest

The Committee role is to promote social events and keep members abreast of the latest development of the society

The Committee's sub committees/working parties/task forces are:

- a) Ensure the on time publication of quarterly newsletter.
- b) Hosting regular social event.
- c) Job Ads

The Committee is responsible for its sub-committees, working parties, task forces and Conference.

The Committee will review its role and sub-committee/working parties/task forces annually and propose changes to the Terms of Reference to Council simultaneously with its annual proposed budget.

The Chair of the Committee is to ensure any conference organised breaks even, excluding amounts from general sponsorship, but including conference specific sponsorship amounts

The Committee Chair will be responsible for ensuring that expenditure is monitored so that the expenditure does not breach the Council's budget approved limits for the Committee. If it is likely that expenditure will exceed the Council's approved budget for the Committee, the Committee Chair will need to request additional budget from the Council.

The membership of the Committee will meet the following criteria: members of SAS

The Chair of the Committee will be a voting member of SAS and will meet the following criteria: active member of the Social/PR Committee for 2 years.

The Committee will submit a short report on activities and plans to Council regularly every year

Ideally the Committee should review succession planning on a regular basis.

The budget approach to be followed is:

- The Chair of the Committee (along with the Council member who acts in a liaison role with that committee) submits a budget to Council in September/October each year on expected expenditure in the following year and high level estimate of revenue and expenses from any conference that the committee expects to run, including likely date of the conference.
- Council approves or suggests amendments to the budget.
- The Chair of the Committee then has responsibility for the expenses within the budget. Only if the budget looks to be being exceeded does the Chair need to come back to Council.
- For the conference, a more detailed budget on how the budgeted profit from the conference will be achieved some 4-5 months before the conference to be submitted to Council by the Committee Chair for approval.
- The Chair of the Committee needs to approve all expenses in relation to the Committee. However, if the Chair wishes to delegate approval of Conference expenses, s/he may do so, provided they inform the Treasurer and Admin Exec as to the identity of the Conference Chair. No further delegation is allowed.
- The Chair of the Committee cannot approve his/her own expenses and they must be approved by one of the Secretary, vice-President or President of the Society.

It is recognised that General Sponsorship of the Singapore Actuarial Society is sought from a number of organisations and that sponsorship is for the benefit of the whole Society and not ear-marked for any specific conference. However, as part of the General Sponsorship, free conference passes may be given to sponsors. Council has asked Committees to be understanding in relation to this aspect of Society funding, and any overrun in a conference due to the issue of free passes is accepted by the Council.