



## **WORSHIPFUL COMPANY OF ACTUARIES**

### **PR and Fundraising Committee**

#### **Terms of Reference**

The Committee will consist of a Chairman appointed by the Court and at least three other Liverymen. The Committee will meet at least quarterly and additionally as may be agreed.

A meeting will be quorate if at least half are present, one of whom will take minutes. Participation by conference call will be permitted.

The Committee's objectives will be as follows:

1. To publicise and promote the Company in the City, amongst other Livery Companies and the actuarial profession.
2. To facilitate fundraising as required for various Company events and functions.
3. To maintain constructive co-operation with the IFoA and to promote Company events, as appropriate, to the wider actuarial profession.
4. To manage the risks allocated to it on the Company's Risk Register.
5. To appoint a Committee member to be responsible for preparation of the Annual Review in conjunction with the Master.
6. To ensure that the Company's website is fit for purpose and to work with the Clerk to ensure continuous improvements and functionality.
7. To support the Charitable Trust's Almoner with their PR needs.
8. To develop and maintain suitable promotional materials.
9. To monitor the activities of the Archivist, ensuring that he or she receives all relevant material.
10. To prepare a written report for each Court meeting, in the timescale requested by the Clerk.

**March 2017**