



## **Chair of Events Committee and Company Director of NI Enterprises Ltd (approved 13-3-14)**

The Chair of Events Committee primary responsibilities are:

- Chair events committee meetings
- Work with the NI Conference Producer and Events Committee to develop the NI conference and seminar strategy
- Provide guidance on topical and important nuclear sector issues for inclusion in the programme
- Identify topic experts amongst their network of contacts
- Company director of NI Enterprises Ltd

*Specific responsibilities:*

- Review and approve event proposals and budget
- Monitor progress of events against budget

### **NI Ents Ltd Board**

- Review and approve the annual NI Ents Ltd business plan and budget
- Develop business plans in support of the NI strategy as set by the Board of Trustees
- Monitor and review the financial reports of NI Ents Ltd
- Approve contracts entered into by NI Ents Ltd, delegating responsibility for individual contracts as agreed in the delegated powers policy
- Authority to delegate responsibilities to the NI HQ staff team as appropriate

### **All committee chairs shall:**

- Provide leadership and direction to the committee and, in particular, facilitate the setting of objectives in the context of NI's vision, mission and strategic direction;
- Enable committee discussions, ensuring that (as far as possible) all members have the opportunity to contribute and that discussion remains focussed.
- Ensure that decisions reached represent the collective views of the committee or (in exceptional circumstances when consensus cannot be reached) a majority view;
- Ensure that the work of the committee is consistent with its agreed remit and that issues of interest to other committees (or to the wider organisation) are appropriately referred;
- Ensure decisions taken by the committee are clear and that responsibility for taking forward action points is properly allocated;
- Support, advise and mentor (with the support of NI staff) new committee members;
- Advise the NI staff on the content of meeting agendas;
- Monitor the implementation of agreements and action points from previous meetings;
- Develop a positive and professional relationship with members of all NI committees, NI officers and NI staff through good communication and interpersonal skills;
- Exercise good, independent judgement;
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship;
- Work effectively as a member of a team;
- Exercise impartiality, fairness and the ability to respect confidences.
- Take an active role in encouraging new membership of the committee