

## **BVEP Terms of Reference**

1. The organization's name is the Business Visits and Events Partnership (BVEP).
2. These terms of reference were adopted on the 14<sup>th</sup> October 2019 and revised on 21<sup>st</sup> May 2020.
3. BVEP's **vision** is to support sustainable growth for the United Kingdom's Events Industry.
4. The Events Industry comprises a number of diverse industry sectors covering, meetings, conferences, exhibitions, trade shows, incentive travel, event hospitality, ceremonies, sporting, cultural and festivals as well as other services provided to travellers and attendees to events.
5. BVEP's **mission** is to support growth across the entire sector via advocacy, networking, collaboration and a collective voice.
6. BVEP's **objectives** are to:
  - a) operate an umbrella organisation to represent, promote and further the interest of member organisations involved in the United Kingdom Events Industry
  - b) advance the interests, standing, quality, sustainability and growth of the United Kingdom Events' Industry
  - c) seek greater collaboration across the Events' Industry sectors on common issues
  - d) forge close links with Government departments, including devolved Governments where possible via Representation, that can influence favourable policies towards the Industry. In particular, maintain strong relationships with key sponsoring departments, DCMS, DIT and BEIS.
  - e) seek a stronger link with the Creative Industries and other related sectors.
  - f) encourage joint events
  - g) increase the focus on professionalism and skills development
7. **Membership**
  - a) Full membership is open to all associations or representative bodies in the private, public or voluntary sectors whose primary activities are in the field of Events in the United Kingdom. Membership also applies to international organisations with divisions or arrangements which represent the interests of their members in the United Kingdom.
  - b) Full membership is also open to collective representative organisations that have complementary interests in supporting the Events Industry in the United Kingdom and whose interests are seen by existing Members as being beneficial to the Partnership.
  - c) Full membership shall entitle Members to vote at general meetings of the BVEP.
  - d) Every organisation that wishes to become a Member will complete an application for membership.
  - e) Approval from the existing members will be sought via email at the time the application is received. If no objections are received from the existing Members within 10 working days of advising the application has been received, then the application will be considered as approved and the membership process will progress for that application.

- f) If any objection to an application is received from an existing Member it will be referred to the Executive Committee for investigation and their final ruling on the application.
- g) Membership shall not be granted until the subscription fees due are received in full by the BVEP.
- h) The period of membership is continuous providing the relevant fees have been paid and no objections to continuing membership are upheld by the majority of existing Members.
- i) Members may at any time withdraw from the Partnership by giving notice in writing to the Partnership. No refund of any unused proportion of the full or associate membership fee will be refunded in such circumstances.
- j) BVEP shall have the right to terminate membership of any Member if it deems that the Member's conduct or operation of their activities does not represent acceptable practice or may bring the events Industry into disrepute.

## **8. Fees**

- a) Full membership fees as determined from time to time by the Executive Committee and approved by the full Partnership shall be payable by each Member in full on the 1<sup>st</sup> January of each year.
- b) The membership fee for each Member would be set at an equal level for all Members. There will be no differential based on the size or turnover of each Member.
- c) In respect of new Members, full membership fees for the period in which the membership commences shall be payable as applicable pro rata.
- d) Membership fees shall be used to fund the proposed budget, reflecting the proposed services and activities required by the Partnership from year to year, with a reserve fund maintained by the BVEP.
- e) Members may, by agreement, subscribe additional funds in respect of specific projects or additional activities, as agreed from time to time.
- f) The Partnership shall have the right to terminate the membership of any Member if the annual subscription has not been paid within three months from the date on which such subscription was due.

## **9. General Meetings**

- a) All Members will meet together, as a general meeting, four times each year, to discuss and agree the business of the Partnership and receive report backs from working groups.
- b) The quorum for meetings of the full Partnership shall be ten Members.
- c) Where Members are required to approve matters through a vote, the votes of non-attending members will also be sought?
- d) General meetings will include opportunities for networking, updates from Members covering their own activities, industry presentations and opportunities for collaboration and joint events.
- e) Members may agree to invite non-members and observers to attend General Meetings.
- f) It is expected that general meetings will take place over a two/three-hour period.
- g) The location of the meetings will be determined for each meeting. Whilst the majority of meetings will be held in London, a meeting hosted by Scotland, Wales, Northern Ireland or a regional destination in England will also be held from time to time.

## **10. The Executive Committee**

- a) The Members will elect an Executive Committee of five persons representing full Members of the Partnership.
- b) The Executive Committee will progress the work of the Partnership, facilitate its general meetings and make satisfactory arrangements for the day to day conduct of the management, administration and financial functions of the Partnership.
- c) It is envisaged that the Executive Committee will meet five times a year, in advance of the general meetings of the Partnership. Meetings may be face to face or by teleconference.
- d) The Executive Committee will agree roles and responsibilities amongst the members of that Committee. These will include a Chair, the immediate past Chair, a Treasurer, a Membership Secretary and a Member responsible for developing commercial arrangements with external entities. Appointment to these roles will be endorsed by Members at a General Meeting.
- e) Each Executive Committee Member will serve for a period of two years in their agreed role.
- f) The tenure of Executive Committee Members will be staggered, where possible, to ensure that there is always continuity and to avoid all Executive Committee Members needing to stand down and be elected at the same time.
- g) When a vacancy occurs on the Executive Committee, each Member is entitled to nominate one person for election to that Committee.
- h) The person nominated must either be a member of the nominating organisation or a person held in high standing by that nominating organisation.
- i) All candidates for election to the Executive Committee will be given an opportunity to present their credentials to the Members prior to any election.
- j) Only Members may vote for Executive Committee Members, each Member having one vote only for each vacant position.
- k) The Executive Committee will determine the requirements for any administrative and secretarial services, website management, marketing and public relations, either on an internally employed basis or on an outsourced arrangement. Such proposals will be put before a General Meeting for approval. Changes to any approved arrangements will be similarly approved at a General Meeting.
- l) The Treasurer will prepare regular financial statements for reporting to a General Meeting and an annual budget for approval at a General Meeting.
- m) The Executive Committee will prepare an annual business plan for approval by the Partnership at a General Meeting.
- n) The Executive Committee will review on an annual basis the relevance and value of the work of the Partnership and propose alterations to the Terms of Reference as appropriate.
- o) The Executive Committee will be responsible for proposing new members, both full and associate, to the Partnership at a General Meeting.
- p) BVEP welcomes sponsorship from organisations and individuals with objectives that align with and support the overall strategies and activities of the BVEP and bring benefits to both parties.
- q) The Executive Committee will be responsible for proposing commercial arrangements and potential sponsorship to the Partnership at a General Meeting.
- r) Members may remove by simple majority, before the expiry of their term, any Executive Committee Member.

## **11. The Role of the Chair**

- a) Lead the Executive Committee, agreeing, supporting and overseeing the responsibilities of each role/member of the Committee.
- b) Agree the agenda with the Secretariat ahead of each meeting, to ensure the agenda includes progress reports on the activities of the Partnership and matters raised in advance by Members for discussion at General Meetings.
- c) Chair the meetings of the Executive Committee and the General Meetings
- d) Facilitate the Partnership's discussions.
- e) Help progress the ongoing work of the Partnership between meetings.
- f) Liaise with the Secretariat to ensure papers for meetings and other communications are circulated to all members and that information and the Partnership's website is kept up to date.
- g) Identify opportunities to promote and communicate the work of the Partnership to industry, government and other stakeholders.
- h) Liaise with the Partnership's communications advisers to ensure announcements and updates of the work of the Partnership are properly communicated to all members and external interested parties.
- i) Represent the Partnership on external bodies and organisations except where another Member is invited to undertake the role.

## **12. Development of Policies and Working Groups**

- a) Members will seek to develop policies that have the support of all Members. Policy development can be facilitated by the Executive Committee taking the lead role, or by identifying a lead Member who will take responsibility for developing a specific policy with the support and endorsement of other Members.
- b) Members at a General Meeting may determine to establish working groups to review and progress policy and other matters agreed by the Partnership.
- c) These groups may cover issues within the framework of the Partnership's four "Strategic Pillars" i.e. Skills and Talent; Advocacy and Government Relations; Infrastructure and Investment, Research and Business Intelligence and in any other areas of interest and policy development as determined and agreed by the Members.
- d) Members will agree the key criteria and objectives for each Working Group.
- e) Members will agree whether a Working Group has an ongoing role or is established to achieve a specific goal and will be disbanded after that goal has been met.
- f) The Chair for any Working Group will be nominated and agreed by Members as being the most suitable candidate. Working group Chairs may come from within the Partnership or be an external individual with relevant experience best suited to lead that Working Group.
- g) The Chair of each Working Group will be at liberty to recruit Group participants from members of the Partnership, and from external organisations or individuals best suited to the purpose and objectives of that Group.
- h) The purpose of creating membership of the Working Groups is to ensure as wide an engagement as possible with the industry.
- i) It is the intention to involve the "next generation" of industry leaders in Working Groups to recognise their perspective on industry issues and potential solutions.
- j) Each Working Group will determine its procedures, number of meetings and method of communication with other members of that Group.
- k) Each Working Group is required to regularly report back on its activities at a General Meeting of the BVEP.



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### **13. BVEP's Representation on External Bodies.**

- a) In recognition of the importance of maintaining and raising the profile of the Partnership and the work it performs on behalf of the Events Industry, BVEP will seek to be represented on external bodies that can assist in influencing the Partnership's objectives and agenda.
  - b) These bodies currently include but are not limited to: The Events Industry Board; VisitBritain's British Tourism Industry Group; Welcome to Britain Group; UK Visas Tourism Visitor Taskforce; Industrial Strategy Working Groups; Tourism Immediate Emergency Group; The Events Industry Forum and other ad hoc groups covering policy development such as Aviation and Transport policy, APD and CutVAT campaigns.
  - c) BVEP is a member of the Tourism Alliance and currently holds a Board position until 2021. The Tourism Alliance, as the collective body for all tourism industry representative organisations, enables policy development, information sharing and mutual representation which enables the events industry's interests to be included in the work of the Alliance. The intention is to seek a continuing arrangement with the Alliance to safeguard the present benefits of membership.
  - d) BVEP wishes to develop stronger links with the Creative Industries. To that end the Partnership will seek to create a collaboration with the Creative industries Federation and engage with the Creative Industries section of the DCMS.
  - e) Members and the Executive Committee will agree from time to time the Partnership's continuing membership of external bodies.
  - f) A representative of BVEP will be nominated to represent the Partnership on each of the external bodies or ad-hoc committees that the Partnership agrees to join or participate in.
  - g) Ideally such a representative should be an Executive Committee member or Member representative but another industry representative, agreed by Members, may be invited to undertake this role.
  - h) All representatives of the BVEP undertaking these roles on external bodies will report back to the Partnership on the outcomes of the work of the external bodies and the potential impacts for the Events industry of the policies being pursued.
  - i) During their time on an external body, the person representing the BVEP should be bound by that organisation's code of conduct and also act in the best interests of the BVEP.
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