

SIO OPERATIONS FORUM

Terms of Reference

1. Purpose

The SIO Operations Forum (“the forum”) exists to enable practitioners within financial services to connect with colleagues from across and beyond the sector around areas of shared interest. The forum seeks to promote a sense of community where colleagues can share best practice and explore issues facing them, their organisations and the industry as a whole.

2. Membership

Membership of the forum is open to all market participants on a first come first served basis. Attendees of the forum need not be members of SIO. Companies supporting the forum can send staff who would gain most value from the subject matter being discussed at any given forum event. Events will be free of charge to SIO members however SIO reserves the right to develop a non-member delegate rate in the future.

3. Frequency of Meetings

The forum will endeavour to run meetings every six to eight weeks alternating between Edinburgh and Glasgow. This is subject to the discretion of the organising committee and dependent upon demand.

4. Venue

Meetings will be hosted in central venues in Edinburgh and Glasgow and full details will be communicated out to attendees in advance.

5. Organising Committee

The forum will be managed by an organising committee comprised of practitioners from SIO’s network. The committee shall have a chair, vice chair and secretary and may delegate these responsibilities to other committee members if required. Up to six members will make up the committee and representation from within investment and wealth management, investment banking, third party administration and professional services is sought to ensure a spread of views.

5.1 Term

Members of the committee are requested to serve a term of not more than three years to allow for new members to join and contribute.

5.2 Role of The Committee

The committee shall develop a plan of forward events which focus on subjects of interest to attendees. It is expected that all members will support the chair and vice chair in sourcing speakers and venues as required. Members are also asked to champion the forum and encourage attendance and events as well as debate within the forum itself.

6. Marketing of the Forum

SIO will assume lead marketing responsibility for the forum and will prominently display future events on its website along with clear sign up details and access to any relevant papers or documents that will be discussed. Organising committee members will support SIO in encouraging attendance. The forum will be clearly branded in each location as SIO Operations Forum and all materials such as agenda and minutes shall include this branding and SIO's logo.

7. Subject Matter

The organising committee will consult with members and stakeholders to determine appropriate subject matter for discussion. It is anticipated that this shall cover market trends, technical and professional development.

8. Format

The format of the meetings will be driven by the committee with thought given to location, audience, subject matter and timings. The delivery of any forum meeting will be in response to these considerations. It is anticipated that the chair or vice chair will open, facilitate and close each meeting in a consistent manner. Guest speakers may attend and each meeting should include adequate time for members to network and discuss matters of interest.