

## **ETHICS COMMITTEE FOR SPONSORSHIP ACCEPTANCE**

### **ROLE & RESPONSIBILITIES**

The role of the Ethics Subcommittee is to review sponsorship initiatives in development and proposals as per the procedures outlined in the Sponsorship Acceptance Policy and to recommend to the Board for approval or non-approval of the sponsorship offer.

All sponsorships over a value of 25K in any one year or any specific sponsorship offer that is referred to the Ethics Committee by the Senior Management Team will be considered by the subcommittee for recommendation to the Board for approval/non-approval

The responsibilities of the Ethics Subcommittee for Sponsorship Acceptance shall be:

1. To ensure compliance with the Principles of the Sponsorship Acceptance Policy when reviewing any sponsorship offer.
2. To review any sponsorship, offer in excess of 25k
3. To review any sponsorship offer referred by the SMT to the Subcommittee

### **MEMBERSHIP**

The Ethics Committee comprises of the following;

- Chair of the Board of Directors
- Chair of the Finance and Legal Subcommittee
- Chair of the Audit and Risk Subcommittee
- Chair of the Artistic Policy Subcommittee

The committee may seek external advice by agreement as necessary

**And** the following from the Senior Management Team (SMT)

- Director of the Gallery
- Head of Operations
- Administration Manager
- Finance Manager

Members must have or acquire as soon as possible after their appointment, an understanding of

1. Organisational culture, objectives, and challenges
2. Organisational structure including key relationships e.g., Parent department and relevant Minister.
3. Relevant legislation or other rules governing CAG

### **INDEPENDENCE**

The Ethics Subcommittee for Sponsorship Acceptance will be independent in the performance of its duties and responsibilities and will not be subject to direction or control from any other party other than the Board in the exercise of its duties.

### **REPORTING REQUIREMENTS**

The Ethics Subcommittee for Sponsorship Acceptance will be convened as requested by the SMT and in compliance with the Sponsorship Acceptance Policy.

The Subcommittee will also report its view of its own effectiveness with advice on how it can be strengthened and developed as required.

**MEETINGS**

The Ethics Subcommittee for Sponsorship Acceptance will convene in the event of a sponsorship in excess of 25K being offered/sought to the Gallery (or if a cumulative amount exceeds 25K in any one year) or in the event that the SMT considers it necessary to consult the Ethics Committee following due diligence checks as per the Sponsorship Acceptance Policy.

A quorum will consist of three members of the Chairs and two members of the Senior Management Team.

In the absence of the Chair of the Board of Directors, an acting chairperson will be selected from Chairs of the Subcommittees attending.

- The committee will also have the authority to request CAG staff to attend committee meetings, as it considers necessary.
- The Committee is authorized to investigate any activity within its scope of responsibilities. It is authorized to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

**INFORMATION REQUIREMENTS**

For each meeting the Subcommittee will be provided in advance with the following documents:

- Minutes of the previous meeting
- Agenda for the meeting
- Background and context for the Sponsorship
- Documentation concerning due diligence checks and risk assessment
- Sponsorship Acceptance Policy and other relevant Policies

In addition, and when required the Subcommittee will be provided with:

- Key issues regarding due diligence checks and risk assessment
- Management response considerations of due diligence checks

The minutes of the Ethics Subcommittee for Sponsorship Acceptance will be circulated to the Board.

**SIGNED**

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**Approval / Revision History**

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