



ADVISORY COMMITTEE TERMS OF REFERENCE

TERMS OF REFERENCE FOR AFB ADVISORY COMMITTEES

AFB has 8 Advisory Committees – Business, Compliance, Finance, Internal Audit, Legal, Operations, People and Risk. Each of these committees has up to ten members including one Chair, participants are chosen to reflect the wide range of firms within AFB membership.

The purpose of each Advisory Committee is to support AFB in meeting the technical and regulatory needs of the wider membership by:

- Supporting annual event planning and helping steer the topics for, Seminars, Workshops, Roundtables, Training, Publications, and Conferences.
- Supporting AFB's policy input and responses to consultations and discussion papers to our key stakeholders (e.g., PRA and FCA).

Meetings

- Meetings will be held three times per year (once during each semester) in year one and twice in year two.
- Meetings will be scheduled with a minimum of four weeks' notice.
- Each meeting will last one hour, with minutes kept by AFB. Minutes will be circulated to all committee members.
- During each meeting, committee members will be invited to share ideas within topics of interest that they believe AFB should consider as part of the next semester's programme of events.

Attendance and contributions

- Members are expected to attend all meetings. If a member is unable to attend, they should submit their topics to the Advisory Committee Chair and AFB's Director of Policy and Regulatory Affairs prior to the meeting.
- AFB reserves the right to withdraw a member's place if they cannot attend two meetings and may automatically appoint a member from the waitlist in their place.

Tenure

- Each Advisory Committee will operate for two consecutive years. Members are required, where possible, to commit to the duration of the Advisory Committee's tenure.

December 2025

