

## **PRODUCT COMMITTEE TERMS OF REFERENCE**

### **Purpose of the Committee**

**The Product Committee is responsible for:**

- a) Developing and recommending new product ideas**
- b) Changes to existing products**

### **1. Constitution**

The Product Committee is a Management Committee reporting to the ALCO.

### **2. Authority**

The Committee is under the Authority of the Board to investigate activity within its terms of reference.

The Committee is authorised to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience expertise or knowledge.

Minutes of each meeting are issued to all members and attendees.

### **3. Membership**

Mrs. A. Kos (Finance Director) (Chairman)  
Mr. S. Penlington (Chief Executive)  
Mrs. K. Roby (Customer Services Director)  
Mrs. J. Goodwin (Head of Business Development)  
Mrs. D. Wilson (Head of Compliance and DPO)  
Mr. S. Melbourne (Head of Risk & Treasury and MLRO)  
Ms. L. Pearson (Head of Lending)  
Mrs. R. Reid (Head of Retail)  
Mr. D. Shelley (Head of Finance)  
Mrs. A. Egginton (Head of Products and Marketing)

#### **Attendees**

Ms. J Chatwood (Minute taker)

**4. Quorum**

The Chairman will chair the meeting and in her absence an Executive shall take the chair.

The quorum necessary for the transaction of the business of the Committee shall be three Committee members including one Executive.

All matters shall be decided by a majority of votes. Every Member present, including the Chairman shall have one vote. In the event of a tie, the Chairman shall have a second and casting vote.

**5. Frequency of Meetings**

The Committee shall meet at least once each month or whenever new products or changes to products are to be considered.

**6. Duties**

- \* to approve products in response to the ever changing market conditions and members (new and existing) needs
- \* to receive assurance that all products are compliant with governing legislation and regulations and any prevailing Codes
- \* to agree product distribution channels and marketing campaigns
- \* to agree all product interest rates, , including tranches, and to recommend fixed rate, cap floor, collar and tracker products to ALCO for approval
- \* to approve administered rate products provided they are within Corporate Plan parameters
- \* to receive assurance that all new products are priced for risk in line with risk appetite and the Corporate Plan via a combination of interest rates and fees, liquidity costs and capital costs
- \* to receive assurance that conduct matters are considered for all pilots, new products and changes to products
- \* to receive assurance that financial crime matters are considered for all pilots, new products and tranche increases
- \* to agree the fees and charges tariff
- \* to approve procuration fees payable to intermediaries
- \* to receive assurance that when products are agreed they are formally fed through to sourcing systems and the Society’s website.

**Other matters:**

- \* to review, agree and recommend for approval to the Board, the Terms of Reference of the Product Committee
- \* to oversee the performance of any relevant GOSPA projects
- \* to relinquish all authority to the Crisis Management Committee in the event that Committee is invoked

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