

Paraplanning Practitioner Panel

Terms of Reference

The Personal Finance Society Paraplanning Practitioner Panel has up to 8 practitioner members. The panel also includes a member of the PFS Team. The panel is made up of a profession wide mix of individuals.

This document sets out the standards that all panel members must adhere to, should they wish to be part of the panel.

Purpose of the Panel

- To assist with the development and communication of skills, techniques, training, and good practice across the paraplanning membership, in synergy with the Personal Finance Society's wider programme of continued professional development (CPD).
- Support and attend PFS paraplanning roadshow conferences and the PFS national conference, held annually.
- To provide technical expertise and both support & advise on current market issues.
- To ensure paraplanners interests are represented.
- To act as advocates for the paraplanning membership of the PFS with regards to qualifications and Code of Ethics.
- To ensure that PFS members fulfilling a paraplanning role have relevant and accessible support for their professional development.
- Assist with the creation of event content and arranging/sourcing speakers where possible.
- Support in growing the paraplanning community on LinkedIn by posting and sharing content in the PFS Paraplanners Group on a weekly basis.

Panel Members

Practitioners must be paraplanners by trade, preferably as their main role, members of the Personal Finance Society and as a minimum qualification level, must be working towards DipPFS. Paraplanning practitioner panel member nominations will be open annually to fill any vacancies arising. Selection will be made by the panel, chair and the PFS team.

The members of the panel will be enthusiastic, knowledgeable and keen to contribute to the ongoing development of the Paraplanning community. Being able to work in a team is essential, as is having great ideas and a positive attitude.

Panel members should be able to:

- Demonstrate relevant experience in paraplanning and the profession
- Demonstrate excellent communication and collaborative working skills
- Demonstrate their ability and commitment to add value to the panel and PFS membership
- Contribute to the development of relevant CPD, networking opportunities and good practise
- Be an advocate and ambassador in supporting the Personal Finance Society's objectives

Chair

The Chair is an individual nominated by the Panel and approved by the PFS Executive Team. The role of the Chair is to set the direction for initiatives focused on achieving the purpose of the Panel and to oversee the effective operation of panel meetings. The Chair is expected to preside over the Panel for a period of two years.

Members of the Panel interact with the Chair and the Chair will carry matters forward to the Personal Finance Society CEO via the Executive representative.

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Number of meetings

The Panel will meet four times per annum with a minimum of two face to face. Attendance by Panel Members is expected at every meeting, with attendance at paraplanning roadshow events highly desirable. Panel Members are also expected to attend shorter virtual catch-up meetings monthly.

Board Members whose attendance or participation is poor may be released early subject to individual circumstances.

Profession coverage

The aim is to have a good balance of the following represented on the Panel:

- Large, medium, small businesses
- Type of firm
- Geographic coverage
- Gender
- Roles
- Experience

Expenses

Membership is voluntary and unpaid although all reasonable travel and accommodation expenses while on Panel duty will be reimbursed.