



## Sponsorship Policy

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### Introduction

Sponsorship of Insurance Institute of Sussex (IIS) events must always comply with any guidelines laid down by the CII and at all times be aimed at meeting the best interests of IIS members and supporting employers.

Such sponsorship should be used to subsidise the costs of IIS events (potentially to allow members' fees to be used for other beneficial purposes) by companies wishing to make a contribution to the local Institute and/or simply to increase brand-awareness.

### Conflict of Interest

It is not acceptable to knowingly allow sponsorship from companies intent on gaining access for recruitment of IIS members or other purposes of solicitation considered unfair to members or their employers.

With this in mind, reasonable checks should be made to ensure the validity of potential sponsors and a record kept of all sponsorship monies received by sponsors during each presidential year.

### Negotiation and Agreement

Agreement to any sponsorship arrangement must be approved by the President. The President will delegate Negotiation Authority annually to enable the smooth running of IIS affairs and the Secretary will maintain a record of authorised persons and a simple log of current agreements using the format below. Agreed sponsors to be advised to council.

### Secretary's Records

Date	Sponsor	Amount	Purpose	Brief rationale	Checks including reputational risk to IIS	Approved/Declined	Decision by

#### Authorised Negotiators

President

Head of Programme

Dinner Secretary