

**COMMUNICATIONS AND MEMBERSHIP COMMITTEE****TERMS OF REFERENCE****Purpose:**

The committee is a committee of the Council of Governors.

The Committee has authority to develop and oversee the implementation of a Communications and Membership Strategy for the Trust on behalf of the Council.

The Communications and Membership Committee will:

In consultation with the Director of Human Resources and Corporate Affairs and the Director of Communications and the Trust's Membership Manager contribute to the development of a Communications and Membership Strategy for approval by the Council of Governors;

Contribute to the development and maintenance of

- a Communications and Membership Recruitment and engagement Plan,
- Communications and Membership Strategy Implementation Plan, overseeing and assisting in its implementation;

Contribute to the production of the Membership Magazine;

**Deleted:** and distribution

Provide regular reports to the Council on such progress against plans.

The Committee will make recommendations to the Council of Governors on the Communications and Membership Strategy.

Develop proposals for membership engagement and engagement with the wider public.

**Membership:**

Lead: Brian Glew (Chairman)  
Paul Durkin  
Derek Light  
Michael Lyons  
Eunice Lyons-Backhouse  
Liz Rath  
Martina White  
Junetta Whorwell

Link NED: Steven Tucker

**Quorum:**

The Committee shall be quorate when at least four Governors are present.

**Structure and Frequency of Meetings:**

Meetings of the Committee will be held on a bi-monthly basis.

The committee will be supported administratively by the Corporate Secretariat and receive advice from the Communication and Membership Department, the Director of HR/Corporate Services and the Trust Secretary.

The Committee will elect one of its members as a Chair.

VERSION – APRIL 2014