**CoG MECC 21/005 Appendix 1**

**COUNCIL OF GOVERNORS**

**MEMBERSHIP ENGAGEMENT AND COMMUNICATIONS COMMITTEE**

**TERMS OF REFERENCE**

**Constitution**

The Committee is a committee of the Council of Governors. It has no delegated power to make decisions on behalf of the Council.

**Purpose:**

1. The Committee is responsible to the Council of Governors for the following:

Develop the Communications and Membership Strategy for approval by the Council of Governors, in consultation with the Director of Communications and Engagement, and review annually.

The Communications and Membership Strategy will include plans and objectives for:

* + Membership recruitment
  + Communication with Members
  + Membership engagement
  + Promoting the role of FT Governors;

1. Oversee the implementation of the Membership Strategy and monitor progress.
2. Provide a report on the business of the Committee to the Council of Governor meetings.

**Frequency of Meetings:**

Meetings of the Committee will be held on a quarterly basis.

**Membership and attendance:**

The Committee will consist of six Governor members appointed every March for a one year period. Membership will be voluntary and based on skills and interest. Committee members will agree the Chairmanship of the Committee each year at their first meeting after appointment.

All governors will have the right to attend Committee meetings and participate in discussions. Only members of the Committee will have voting rights.

**Attendees:**

Non-Executive Director and

Director of Communications and Engagement, or nominated representative.

**Quorum:**

The Committee shall be quorate when at least four Governor members of the Committee are present. Virtual attendance at meetings is accepted.

**Support:**

The Committee will be supported administratively by the Corporate Secretariat. It shall receive advice from the Trust Secretary, or their representative, and the Director of Communications and Engagement, or their representative.

*Ratified at Full Council on 20 May 2021*