

Council of Governors Membership  
Sub-Committee

Terms of Reference

**1.0 Authority**

1.1 The Council of Governors Membership Sub-Committee is constituted as a Sub-Committee of the Council of Governors to assist the Council of Governors to implement and develop the Trust's Membership Recruitment, Engagement and Communications Strategy as decided by the Council of Governors and to facilitate communication between the Trust's members and the Council of Governors and between the Trust and the public.

1.2 Its terms of reference shall be as set out below and shall not be amended, revoked or replaced except by a resolution passed at a general meeting of the Council of Governors.

**2.0 Role**

2.1 The Council of Governors Membership Sub-Committee shall be responsible for advice and support on:

- a) the production of material to recruit new members for the Trust and to engage members in the work of the Trust;
- b) the content of the material on the hospital's website and on the LCD screen and touch terminals in the Information Zone and alongside the M-PALS office;
- c) using the Council of Governors budget in the implementation and development of the Trust's Membership Recruitment, Engagement and Communications Strategy, Membership Engagement and Communication calendar of events and Membership Recruitment Calendar of Events;
- d) ensuring that hospital and Trust material is issued in plain English, free of jargon and unexplained sets of initials.

2.2 The Council of Governors shall not delegate any of its powers to the Sub-Committee and the Sub-Committee shall not exercise any of the powers of the Council of Governors.

**3.0 Membership of the Sub-Committee**

3.1 The Sub-Committee shall comprise elected Governors from the public, patient and staff constituencies who are concerned with the implementation and development of the Trust's Membership Recruitment, Engagement and Communications Strategy.

3.2 The following members of the Trust's staff are invited to attend:

- a) Director of Corporate Affairs and Company Secretary
- b) The Membership & Engagement Manager
- c) Deputy Chief Nurse

- d) The Head of Communications and Marketing
- e) Equality & Diversity Manager
- f) GP liaison Manager (as required)
- g) The Board Governance Manager
- h)
- h) In addition, the Sub-Committee may invite other people to attend including those from an external organisation

#### **4.0 Quorum**

4.1 A Quorum shall comprise:

- (1) 3 Governors
- (2) 2 Trust staff:

One of either Director of Corporate Affairs and Company Secretary or Membership & Engagement Manager or Board Governance Manager.

One of either Head of Communications and Marketing or Communications Manager.

#### **5.0 Frequency of Meetings**

5.1 The Sub-Committee shall meet quarterly and report regularly to the Council of Governors.

#### **6.0 Attendance requirements**

The sub-committee members are expected to attend two thirds of the meetings in a year.

#### **7.0 Planning and Administration of Meetings**

7.1 Yearly the Sub-Committee shall elect from its membership, a Governor to serve as Chairman who will be eligible for re-election after the term has expired.

7.2 The Sub-Committee shall elect from its membership, a Governor to serve as a Deputy Chairman who will be appointed at the same time as the Chairman.

7.3 The Membership and Engagement Manager will support the planning of the Sub-Committee.

7.4 The Board Governance Manager will act as secretary to the Sub-Committee.

7.5 The Membership Engagement & Communications and Recruitment Plans will be agreed by the Sub-Committee and ratified by the Council of Governors.

#### **8.0 Review**

8.1 The terms of reference of the Sub-Committee shall be reviewed by the Council of Governors annually.

Approved by the Council of Governors on 3 December 2009  
Revised by the Membership Sub-Committee on 11 November 2010  
Approved by the Council of Governors on 2 December 2010  
Revised by the Membership Sub-Committee on 27 September 2012  
Approved by the Council of Governors on 6 December 2012  
Revised by the Membership Sub-Committee on 11 February 2014  
Approved by the Council of Governors on 6 March 2014