

**MEMBERSHIP ENGAGEMENT RECRUITMENT GROUP  
TERMS OF REFERENCE**

*References to “the Committee” shall mean the Membership Engagement Recruitment Group.*

*References to “the Council” shall mean the Council of Governors*

<b>Committee Status</b>	The Committee is duly authorised by the Council of Governors. Its status is advisory.
<b>Reporting</b>	The Committee shall make whatever recommendations to the Council of Governors it deems appropriate on any area within its remit where action or improvement is needed.  The Committee shall make a statement in the annual report about its activities.
<b>Purpose</b>	The Committee has responsibility for considering ways of communicating and engaging with members of the Foundation Trust and the general public and encouraging patients, carers and members of the public to join the Trust.
<b>Membership</b>	Members of the Committee shall be appointed by Committee.  The Committee shall appoint its own Chairman and Vice-Chairman for a period of 1 year, at the first meeting of the Group, following the AGM.  Other governors who are not members of the group may attend meetings provided prior notice has given to the Group’s Chairman. A governor who is not formally a member of the Group shall not have a vote but may be invited to speak by the Chairman.  External advisers may be invited to attend for all or part of any meeting, as and when appropriate.
<b>Secretary</b>	The Foundation Trust Secretary, or nominee, shall attend the meetings and act as Secretary of the Committee.
<b>Quorum</b>	The quorum necessary for the transaction of business shall be at least 5 governors, the majority of whom will be from the public <del>and patient/carer</del> constituencies.  A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.
<b>Members duties</b>	Within the delegated terms of reference, all Committee members shall: <ul style="list-style-type: none"> <li>• Abide by the Committee’s attendance requirements;</li> <li>• Abide by the Council / Committee’s training requirements;</li> <li>• Contribute accordingly to ensure that the Committee’s duties and objectives are met;</li> <li>• Participate in the Committee’s annual performance review.</li> </ul> <p>In addition, the Chairman of the Committee or their Deputy shall attend the</p>

	Trust's Annual General Meeting prepared to respond to any questions on the Committee's activities.
<b>Required frequency of attendance by members</b>	Members of the Committee are each expected to attend a minimum of three meetings each year.  Should any Committee member not be able to comply with the attendance requirements, the Committee shall consider their continued membership of the Committee.
<b>Frequency of Meetings</b>	The Committee shall meet on a minimum of 4 occasions each year.
<b>Public admission</b>	Meetings are not open to the public.
<b>Meeting administration</b>	Meetings of the Committee shall be convened by confirming the venue, time and date together with an agenda of items to be discussed. This shall be forwarded to each member of the Committee and any other person required to attend, no later than 5 working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time, unless a conflict of interest arises.  The Secretary shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.
<b>Committee's Objectives</b>	The Committee shall, within the terms of its reference:  Ensure that the Council of Governors, collectively and individually are aware of the contemporary developments and issues as these relate to foundation trust governors.  In order to assist the Council achieve this objective, the Group will:  1. Membership – ensure that as much as possible, the membership reflects their community 2. Engagement – arrange and participate in opportunities to engage with the local community 3. <u>Recruitment - arrange and participate in opportunities to recruit from the local community</u> <del>3.4.</del> <u><a href="#">Publications – production, approval and despatch of the bi-annual newsletter <i>the FuTure</i></a></u>
<b>Training</b>	Members of the Committee, in fulfilling their duties as members of the Council, will be expected to adhere to training obligations required of all Council members.  In addition, in fulfilling their role as effective members of the Committee, Committee members will be expected to undergo whatever training may be required as may be agreed from time to time by the Committee - so that the Committee operates at maximum effectiveness.
<b>Monitoring and review</b>	The Committee shall, at least once a year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness, and will recommend any changes it considers necessary to the Council for approval.