

Membership Development ~~Committee~~ Working Group: Terms of Reference**A. Overall aim or purpose:**

The Council of Governors hereby resolves to establish a ~~Committee~~ Working Group to be known as the Membership Development ~~Committee~~ Working Group. The overall aim of the ~~Committee~~ Working Group is to develop the membership of the Trust and represent the interests of members.

B. Key objectives:

The Membership Development ~~Committee's~~ Working Group's key objective is to assist the Trust in the delivery of its Membership Strategy.

C. Specific areas of responsibility:

The duties of the ~~Committee~~ Working Group will include the following:

- to review the Trust's current Membership Strategy;
- to produce an action plan with a view to increasing/engaging the public membership;
- to play a significant role in ensuring the membership is representative of the population the Trust serves;
- to provide regular updates about the Membership strategy to the Council of Governors;
- to develop a plan to engage with existing and future membership of the Trust; and
- to consider member-related issues affecting the Annual Plan and Annual Report.

D. Chair:

The Chair of the ~~Committee~~ Working Group will be appointed by the Council of Governors at a formal meeting. In the absence of the Chair, the meeting will elect a Chair for the purpose of the meeting.

E. Members:

The ~~Committee~~ Working Group shall consist of not less than ~~six~~ five Governors appointed by the Council of Governors at a formal meeting. Membership of the ~~Committee~~ Working Group will be disclosed in the Annual Report.

F. Accountable to:

The Membership Development ~~Committee~~ Working Group is accountable to the Council of Governors. The minutes of the Membership Development ~~Committee~~ Working Group shall be formally recorded and submitted to the Council of Governors ~~and the Trust Board~~.

G. Accountable for:

There are no formal lines of accountability between the Membership Development ~~Committee~~ Working Group and other Governor Committees.

H. Roles

The duties of the Chair of the [Committee Working Group](#) will be to:

- ensure that the Governors are informed as to the deliberations of the [Committee Working Group](#);
- ensure that minutes of the [Committee Working Group](#) are an accurate reflection of discussions;
- attend or designate another member of the [Committee Working Group](#) to attend public meetings of the Council of Governors as appropriate, to answer any questions related to the work of the [Committee Working Group](#); and
- submit a report on the work of the [Committee Working Group](#) to the Council of Governors.

Minutes and administration of the meeting are undertaken through the Trust Secretary.

I. Frequency of Meetings:

The Membership Development [Committee Working Group](#) will meet at least ~~quarterly~~ [half yearly](#) or as required, at a place and time determined by the [Committee Working Group](#).

J. Frequency of Attendance:

Members of the [Committee Working Group](#) will be expected to attend at least ~~three~~ [one](#) meetings a year. Attendance will be monitored by the Trust Secretary.

K. Quorum:

Four members of the [Committee Working Group](#) will constitute a quorum. The Chair of the Committee will have a casting vote if necessary.

L. Record Keeping:

Archives of minutes and papers relating to the Membership Development [Committee Working Group](#) ~~are kept on the intranet~~ [can be obtained from the Membership office](#).

M. Lifespan of meeting:

The Membership Development [Committee Working Group](#) is a standing ~~committee~~ [Working Group](#) of the Council of Governors. It will continue to meet in accordance with these Terms of Reference until the Council of Governors determines otherwise.

N. Other matters: attendance

The Chief Executive and/or other members of the Trust may be invited to attend meetings as the Chair of the [Committee Working Group](#) may decide. The Trust Secretary and/or the Deputy Trust Secretary will be in attendance at all meetings.

O. Monitoring arrangements

All elements of the Membership Development [Committee Working Group](#) Terms of Reference will be monitored annually by the Trust Secretary and reported in the Council of Governors through its Annual Report to the Trust Board.