

Membership Development Working Group: Terms of Reference

A. Overall aim or purpose:

The Council of Governors hereby resolves to establish a Working Group to be known as the Membership Development Working Group. The overall aim of the Working Group is to ensure the Trust recruits a membership which is representative of the local community and offers opportunities for the membership to engage in the work of the Trust.

B. Key objectives:

The Membership Development 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 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 twice-yearly updates about the Membership strategy to the Council of Governors;
- to report on its activities to the membership through the Annual Report;
- 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 Working Group will be appointed by the Working Group members. In the absence of the Chair, the meeting will elect a Chair for the purpose of the meeting.

E. Members:

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

F. Accountable to:

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

G. Accountable for:

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

H. Roles

The duties of the Chair of the Working Group will be to:

- ensure that the Governors are informed as to the deliberations of the Working Group;
- ensure that minutes of the Working Group are an accurate reflection of discussions;
- ensure all members of the Working Group have an opportunity to contribute to discussions at meetings; and
- attend or designate another member of the Working Group to attend public meetings of the Council of Governors as appropriate, to answer any questions related to the work of the Working Group.

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

I. Frequency of Meetings:

The Membership Development Working Group will meet at least half yearly or as required, at a place and time determined by the Working Group.

J. Frequency of Attendance:

Members of the Working Group will be expected to attend at least one meeting a year. Attendance will be monitored by the Deputy Trust Secretary.

K. Quorum:

Four members of the 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 Working Group can be obtained from the Governor portal or through the Membership office.

M. Lifespan of meeting:

The Membership Development Working Group is a standing 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 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 Working Group Terms of Reference will be monitored annually by the Deputy Trust Secretary and reported to the Council of Governors through the Trust's Annual Report.

