

Member Engagement Committee - Terms of Reference

Status:	Approved by The Board of Trustees	Version:	V2
Audience:	ADCH trustees, staff, volunteers, and members		
Owner:	Member Engagement Committee	Retention	Indefinitely
Date Approved:	25/03/2025	Next Revision Date:	March 2027

Purpose	<p>The Member Engagement Committee (MEC) is responsible for ensuring that ADCH has a plan of activity in place or in process in order to:</p> <ol style="list-style-type: none"> a) Understand the needs of ADCH members in respect of: <ol style="list-style-type: none"> i. Communication ii. Engagement b) Ensure open access of all relevant and supporting information to all ADCH membership utilising various platforms as required to include print and digital c) Liaise and work with other ADCH committees as appropriate d) Interface and support as required with any fund-raising opportunities as may present themselves for the benefit of ADCH membership. <p>(Note: It is not the role of MEC to act as a Fundraising Committee)</p>
Responsibilities	<p>The Committee's remit covers the following principal areas:</p> <p>Communication</p> <ul style="list-style-type: none"> • To periodically survey ADCH membership on a range of issues which impact on the benefit they derive as members. Analyse outcomes and plan accordingly • To ensure at all times that ADCH has the ability to reach all of its membership whether via printed (e.g. Newsletter) digital (e.g. Facebook, website) or face-to-face means • To ensure that all communication is timely and relevant <p>Engagement</p> <ul style="list-style-type: none"> • To ensure members are regularly engaged at both national and regional levels and to facilitate localised support networks • To have oversight of the closed ADCH Facebook group and monitor posts and react as necessary • To maintain and update a programme of events, to include but not exhaustively: <ul style="list-style-type: none"> ○ Annual Conference ○ Deep Dives ○ Open Meetings • To liaise with the ADCH staff team in respect of content for: <ul style="list-style-type: none"> ○ Website

	<ul style="list-style-type: none"> Know How to establish relationships with partners (corporate and other) that are beneficial to ADCH membership and liaise with and advise main board of trustees as may be appropriate <p>Risk</p> <ul style="list-style-type: none"> To establish and keep under review the ADCH's risk framework and risk register in relation to MEC's areas of work, triggering actions where needed <p>Governance</p> <ul style="list-style-type: none"> To ensure that relevant rules and guidance from the Charity Commission and sector good practice is followed <p>General</p> <p>To agree with Trustees which areas of this work are delegated to the Sub-Committee for decision</p>
Membership	<p>Members of the Committee shall be appointed by the Board of Trustees and membership comprises:</p> <ul style="list-style-type: none"> A Chair, appointed by Trustees There shall be a minimum of two Trustees on the Committee A minimum of two other individuals who bring relevant expertise. <p>Staff in attendance:</p> <ul style="list-style-type: none"> Membership Services Manager <p>The Committee must include at least one Trustee present at each meeting. Any Trustee present shall have the right to require a decision to be referred up to the Board of Trustees.</p> <p>The members of the Committee are expected to make every effort to attend all its meetings with the expectation that members will attend at least 80% of planned meetings in any one year. An attendance record shall be maintained and periodically reviewed by the Committee Chair. Where the adequate level of attendance is not achieved the Chair should review the continuance of membership of the individual concerned and make a recommendation to the Board of Trustees, where appropriate, for their replacement.</p>
Quorum	<p>Quorum will be a minimum of three members to include one Trustees.</p>
Meetings	<p><i>Committees shall meet (in person or electronically) on a minimum of once in each quarter and at other times as agreed by the Committee.</i></p> <p><i>Meeting dates shall be set at least 10 working days prior to meetings and agendas shall be issued at least 5 working days in advance of meetings.</i></p> <p>All decisions will be by a simple majority of those present. In the case of equality, the Chair will have a casting vote.</p> <p>Committee Members will need to maintain confidentiality in respect of any matters where this is so required.</p>
Reporting	<p>Minutes are to be kept by the ADCH Administrator and issued within 2 weeks of each meeting.</p> <p>The Committee shall provide written minutes to the Trustees of their activities.</p> <p>An Action Log will be maintained that will identify individuals and appropriate timelines for specific tasks, progress against which will be actively monitored at subsequent meetings.</p>
Planning	<p>A forward work plan, based on the ADCH Strategic Plan, will be maintained by the Committee as to provide clarity and assurance over anticipated future activities.</p>

Assurance Arrangements	<p>Committees will evaluate their own performance at least annually to provide assurance to the Board that it continues to operate effectively.</p> <p>The Chair will report to the Board annually on the effectiveness of the Committee and on any proposals for changes to the membership (which can be proposed at other times).</p>
Review	<p>These Terms of Reference will be reviewed every two years. When conducting the review, the committee shall consider the organisation's Standing Orders as part of the process. Any changes deemed necessary will be recommended to the Board for approval.</p>

Version History

Version	Changes Made / Approved by	Date	Made by
V1	Composed Approved by The Board of Trustees	21/07/2021	Member Engagement Committee
V2	A minimum of two others rather than a maximum of three. Quorum change as per standing orders Updates to be made two yearly. Approved by The Board of Trustees	25/03/2025	Member Engagement Committee