

Royal United Hospitals Bath NHS Foundation Trust Governor

Membership & Outreach Working Group Terms of Reference

The working group has been formed by the Council of Governors with delegated responsibility to ensure appropriate recruitment and engagement with a representative membership. The group is required to ensure that the Council of Governors is able to adequately represent the interests and views of NHS Foundation Trust members and the public.

1. Membership

The Membership Working Group shall comprise of:

- Elected and Appointed Governors – one of whom shall chair the meetings, and including representation from both public and staff groups
- Membership & Governance Manager
- Board of Directors Secretary
- Communications Representative
- Commercial Director

2. Objectives

The objectives of the Group are:

- To act in an advisory capacity ensuring that the Council of Governors and the Trust takes account of the views of its membership.
- To assist in the development and review of the Membership & Engagement Strategy and plan.
- To formulate initiatives for membership recruitment.
- To advise, explore and develop methods of communication and engagement with the members and the local community including hard to reach and underrepresented groups and suggest actions.
- To monitor the membership profile with respect to age, gender, ethnicity and area of residence in order to ensure a representative membership.
- To receive reports on membership recruitment and activities.
- Monitor the brand image of the Trust in the local community and advise on the public image of the Trust.

3. Attendance

- Support to the Group will be provided by the

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Membership Office - Membership & Governance
Administrator to attend to take minutes.

- One Non-Executive Director to attend if requested

4. Quorum

- Three Governors
- One member of the Trust's Board of Directors or suitable Deputy

5. Frequency

The Group will meet quarterly but extraordinary meetings or workshops may be held as required.

6. Accountability

The working group is accountable to the Council of Governors

7. Review of Performance

- A report of the Membership Working Group shall be submitted to the next available Council of Governors meeting.
- The Group will formally report annually to the Council of Governors on its work and effectiveness.

Date of Approval: 08.06.2017

Date of Review: 12.02.2018

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