

National Association Equipment Providers Communications Special Interest Group



Terms of Reference

Constitution and Purpose

The Communications Special Interest Group is established to ensure the delivery of all information and activities (internal & external) by NAEP to the membership in a timely manner. It will use the web site as one of the Associations primary mediums to achieve this. In addition, the membership will be kept informed through the distribution of information via the Equipment Services Journal, a monthly newsletter and updates through the network of Regional Groups. All information relating to the Associations internal and external activities will be transparent to the membership and the Group is tasked with ensuring that the most effective communication method is adopted for members on an individual preference basis. NAEP will make provision for an interactive forum on the web site to further facilitate the enhancement of communication channels to the membership.

Membership and Attendance

The group will consist of the Chair, Deputy Chair and representatives from appropriate disciplines directly or indirectly associated with community equipment provision

Core Members – Invited from the NAEP membership and elected from the SIG membership

Chair
Deputy Chair
Secretary
Service Development Officer

The core membership of the Group will consist of members of the Association. Non-members of the Association will have the right of attendance, subject to invitation and prior notification to the Group Chair. The Group may co-opt participants with a particular expertise – voting rights of such participants will be subject to holding a membership of the Association.

Attendance:

Group members are encouraged to attend as many meetings as feasible in order to play an active role in the activities of the Group. The Chair or Deputy Chair of the Group will exercise their discretion on member's attendance.

Quorum:

The quorum for the Group is defined as a minimum of 5 and maximum of 10. The quorum for decision-making shall consist of the Chair (or Deputy) and 4 attending members.

Venues:

Various locations in the UK - subject to agreement and arrangement.

Frequency & Timing:

Approximately 4 to 6 meetings per year and scheduled from 10.00 am 15.30 pm.

Meeting dates will be scheduled to take place before and after the full Council meetings to ensure clear communication pathways between the group and the Council.

Expenditure:

Sponsorship should be sought wherever possible for Group meetings. Expenditure should be kept to a minimum and in the event of extraordinary costs being incurred, prior notification should be given to the NAEP Chair.

Expenses:

Members of the Special Interest Group will be entitled to the reimbursement of all reasonable expenses that are incurred in the attendance of meetings and in accordance with the Associations current rates.

Completed claim forms, supported with appropriate receipts are to be sent to the Group Chair for counter signing and forwarding to the Treasurer.

Duties:

- To have a defined internal protocol for the internal responsibility and procedure for updating the web site
- To have an accessible and defined policy for the submission of members contributions to the Equipment Services Journal
- To have established communication guidelines between the Regional Groups and Special Interest Groups for the communication of the groups activities/actions, for onward dissemination to the membership
 - To provide an interactive message board that facilitates the provision of a medium for accessing a national network of support and information sharing
 - To assign the Membership Secretary the responsibility for fielding all member queries & questions and for ensuring members receive a reply in a timely manner. All communications in respect of members queries & questions to be copied to the Group Chair and Service Development Officer
 - To establish and maintain effective communication channels with all external partners to ensure that up to date information is provided to the membership
 - To ensure sound internal communication pathways are in place for the timely dissemination of information to the membership
 - To provide up to date information to the membership on all relevant legislation, government agendas and all directives that impact on the CES that are relevant to the individual nations of the United Kingdom
 - To provide an electronic facility for the membership to update individual member profiles
 - To canvass the memberships views on a regular basis in relation to the enhancement of the service offered to the membership
 - To make available a document to the membership on the terms & conditions of use of the Associations web site

Responsibilities**Voting:**

Persons wishing to join a Special Interest Group should note that voting rights are in accordance with the Associations Constitution and Standing Orders.

Chairperson:

The Chair of the Special Interest Group is elected for a term of up to 3 years and in accordance with the Constitution and Standing orders of the Association.

Reporting:

The Secretary or a delegated alternative will take the minutes at every meeting. Draft minutes will be circulated to all attending members of the meeting for approval. In the event of additions/corrections, the minutes will be redrafted and circulated for final approval. The Chair/Secretary will forward the agreed minutes within 1 month of the meeting date to the NAEP Chair for circulation.

The Chair and Deputy Chair of the Special Interest Group will attend and present a report at the first Council meeting with responsibility for attending/reporting at subsequent Council meetings falling to either post holder.

Special Interest Group Chairs have a responsibility to provide regional news for submission to the Equipment Services Journal. Special Interest Groups have a remit to maintain a list of core members and attendees of meetings.

Review of Terms of Reference

The Terms of Reference will be reviewed annually and amended as appropriate.