

Terms of Reference

1 Title and Purpose

NAEP Communications Special Interest Group

This Special Interest Group (SIG) has been established to ensure the delivery of information and activities (internal & external) by NAEP to the membership in a timely manner. It will use the website 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 NAEP News, a monthly e-bulletin and updates through the network of Regional Groups. The Group is tasked with ensuring that the most effective communication method is adopted for members on an individual preference basis.

2 Membership

- Chair
- Vice Chair
- Secretary
- Representatives from the membership (number to be agreed by the Council)
- The core membership of the SIG 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.
- The quorum for decision making shall consist of the Chair (or Vice Chair) and 4 attending members.
- Group members are encouraged to attend as many meetings as feasible and to play an active role in the activities of the Group. The Chair or Vice Chair of the Group will keep a list of all attendees and exercise discretion on member's attendance.

3 Frequency and Confidentiality of Meetings

Meetings will take place as and when required. Where possible meeting dates will be scheduled to take place before and after a Council meeting to ensure clear communication pathways between the group and the Council.

Confidentiality statements will be signed at the start of each meeting and recorded as such in the minutes. Meetings are held in private and are not subject to freedom of information requests. The Chair or Vice Chair will present a report to Council meetings.

The Secretary or a delegated alternative will take the minutes at every meeting. The Chair/Secretary will forward the agreed minutes within 1 month of the meeting date to the NAEP Chair for circulation.

4 Limits to Authority

The Group Chair, Vice Chair and SIG membership may not, without the consent of the Council, enter into any agreement or contract with any person, organisation, or company in relation to the operation of the SIG.

5 Sponsorship and Finances

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 and approval should be given by the NAEP Chair. Members of the Special Interest Group will be entitled to the reimbursement of reasonable expenses that are incurred in the attendance of meetings and in accordance with the Association's 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.

6 Role of the Group

- To have a defined internal protocol for the responsibility and procedure for updating the website.
- To have an accessible and defined policy for the submission of members contributions and articles to the NAEP News and e-bulletin.
- To have established communication guidelines between the Regional Groups and Special Interest Groups for the communication of the group's activities/actions, for onward dissemination to the membership.
- To provide a pathway that facilitates accessing the 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.
- To establish and maintain effective communication channels with all partners to ensure that up to date information is provided to the membership.
- To provide information to the membership on all relevant legislation, government agendas and all directives that impact on Community Equipment Services.
- To provide an electronic facility for the membership to update individual member profiles.
- To canvass membership views on a regular basis in relation to the enhancement of the service offered by the Association.

7 Responsibilities of the Group Chair

- To maintain the appropriate level of confidentiality expected of the Group Chair.
- To plan meeting dates in advance and Chair meetings, or when necessary, assign the responsibility to the Vice Chair of the group.
- To set the agenda for all meetings and distribute all information, action plans and other material relating to the meeting at least two weeks prior to the meeting date.
- To seek sponsorship, if appropriate, for SIG meetings.
- To ensure minutes are taken by a designated person at each meeting and these are distributed to the Group and the NAEP Chair within one month of the meeting date.
- To disseminate all relevant information and report to the Council.
- To work within the specific area of responsibility, but not at the exclusion of other interests and projects which the Association may undertake from time to time.

Terms of Reference Agreed:	May 2021
Review Date:	As determined by the NAEP Council
Supporting Documents:	NAEP Constitution & Financial Instructions - November 2020