

Communications & Events Committee

Terms of Reference

1 Purpose:

The IRCM Communications and Events Committee is a committee of the IRCM Board. Its role is to advise the Board on the communications strategy lead its work on communications and events to increase the awareness of IRCM and its work in protecting public so its impact is maximised.

2 Membership & Attendance:

- The Committee shall be made up of a minimum of three members including a minimum of one Director and one lay member and two registrants.
- The Committee chair shall be a director of IRCM.
- The quorum shall be three.
- A meeting should only take place if a quorum is present, if it is not, the meeting must be adjourned and rescheduled.
- The Committee may co-opt such person(s) as it sees fit to ensure an appropriate balance of skills and experience. Co-opted persons will not be appointed members, form part of the quorum, or vote on decisions.
- The Operations Manager (or their equivalent) shall be invited to attend meetings. Other officers of IRCM (where appointed) shall be invited to attend meetings where relevant to the agenda.

3 Terms of Reference:

The Committee will:

- Raise awareness of the register and IRCM's role in protecting the public.
- Develop a communications and events strategy, identify and propose long, medium and short-term priorities, and draw up an action plan with clear objectives and targets.
- Lead the delivery of the communications and events action plan, monitoring progress and operating within the budget and resources allocated.
- Plan and manage IRCM events and IRCM's presence at external events.
- Manage the supporter and ally networks to increase IRCM's impact.
- Ensure that IRCM's commitment to equality, diversity and inclusion is embedded into all aspects of its work.

- Review relevant guidance and feedback from the Professional Standards Authority and make recommendations in relation to this.
- Collaborate with the Board and other committees when appropriate.

4 Voting:

- Decisions are to be made by a majority vote decided by a show of hands or a suitable alternative.
- In the event of an equality of votes, the Chair is entitled to an additional casting vote.

5 Reporting:

- The Committee Chair shall report to the Board on the Committee’s activities at each meeting.

6 Access:

- The Committee may investigate any activity within its terms of reference and may seek information from directors, officers and suppliers of IRCM as well as any other third parties.
- The Committee may request such professional advice as it requires subject to board approval of any expenditure.

7 Frequency:

- The committee will meet at least three times per year.

Version	Date	Amendments
1	05/06/24	
<i>Review date: As required</i>		