

The Essex Association of Change Ringers

Founded 1879

President: The Right Reverend the Bishop of Chelmsford



Communications & Public Relations Sub-Committee Terms of Reference

Objectives

The Communications & Public Relations Sub-committee supports the objects of the Essex Association by:

- maximising publicity and communications opportunities by using appropriate channels;
- identifying key stakeholders in support of events and campaigns to;
 - increase awareness of Association activities and policies;
 - enhance favourable attitudes towards the Association;
 - elicit feedback from our members;
 - increase community involvement;
 - build effective relationships with external organisations such as Church, community groups, suppliers, governing bodies etc

Convenor

The Convenor will be the Communications Officer, a Trustee under Rule 12.1, who is responsible, under Rule 11.5 for:

- co-ordinating communications within and beyond the Association;
- publicity and press liaison;
- providing a point of contact for public enquiries and sources of material for use by Association members;
- chair the Communications & Public Relations Sub-committee meetings;
- submit written reports to the Management Committee.

Membership

Membership, under Rule 13.12 (a) includes:

- Association Master
- Association Secretary
- Communications Officer – Chair;
- Newsletter Editor;
- Webmaster;
- District Representatives

Treasurer is an ex-officio member of the sub-committee.

Other members of the Association may be invited to join the sub-committee where they have specialist knowledge or interest in particular activities that the sub-committee undertakes but do not become permanent members of the sub-committee.

Meeting Frequency

The sub-committee will meet every six weeks, or more frequently as required. An action log will be maintained of all activities and circulated to the sub-committee members.

Responsibilities

The sub-committee members will provide support, input and advice on the work of the sub-committee, undertaking tasks as agreed. The district representatives will provide bi-directional liaison between the sub-committee and district members.

Accountability

The activities of the sub-committee will be accountable to Association members via the Principal Officers, Trustees and Management Committee.

Financial Responsibilities

There is no budget for Communications & Public Relations however this should be kept under review so that support may be given to production of materials and support for events and campaigns.

Reporting

The sub-committee action log will be circulated to members of the sub-committee within 5 working days of the previous meeting.

The Chair will submit written reports to Management Committee, under Rule 13.12.

Vicki Chapman
Communications Officer
May 2021