

Communications and Membership Committee (“CMC”)

Terms of Reference

January 2015

1. Objectives

- Advise BEC management on:
 - a. maintaining a solid membership base and membership revenue stream;
 - b. understanding members’ needs and expectations to ensure effective servicing and retention of members;
 - c. attracting new members; and
 - d. communicating BEC core values and initiatives to existing and potential members.
- Provide advice and guidance on matters relating to BEC’s public communications as stated in Section 4 below.
- Provide advice and support to broaden BEC’s communications channels and media exposure in order to strengthen BEC’s corporate image in business community.

2. CMC Membership

- The size of the CMC is determined by BEC Board of Directors from time to time.
- The term of CMC is renewable every 2 years and co-terminus with the term of BEC Board of Directors.
- The Chairman of CMC is appointed by BEC Board of Directors. Each Council and Corporate Member is eligible to nominate one representative for election by BEC Board of Directors for the role of CMC Chairman.
- Each Council, Corporate and General Member is eligible to nominate one representative to join CMC, subject to the approval of BEC Board of Directors.

3. CMC Meetings

- CMC meetings are convened a minimum of 4 times per annum.

4. Communications and Engagement with Government and Media

- All external communications and engagement with government departments, regulatory bodies and media on matters relating to public communications are to be handled in accordance with the BEC External Communications Policy approved by BEC Board of Directors. CMC advises BEC Board of Directors and management on the undertaking of such activities and engaging the appropriate communication channels.