

## Communications and Membership Committee (“CMC”) Terms of Reference

Approved on 20 April 2017

### 1. Objectives

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

### 2. Governance

- a. 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.
- b. CMC Meetings and Quorum
  - CMC meetings are convened a minimum of 4 times per annum. The quorum for a meeting of the CMC shall be not less than 3 CMC members, including CMC Chairman.
- c. Recommendations and Voting by CMC Members
  - Recommendations arising at any meeting of the CMC shall be decided by a majority of votes in the meeting. Each CMC member shall have one vote. In the case of a tie, the Chairperson of the meeting shall cast the deciding vote.
  - Recommendations of CMC in writing (which shall include a facsimile letter or email) shall require support from over 50% of all CMC members.
- d. 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.
- e. Approval and Review of Terms of Reference
  - BEC CMC Terms of Reference and any subsequent changes thereof are to be reviewed as necessary and to be approved by BEC Board.