

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

(Originally approved by BEC Board of Directors on 5 March 2015;
Revised on 20 April 2017, 9 February 2022, 21 June 2023 and 10 December 2025)

1. Objectives

- 1.1. Communicate BEC’s values and initiatives to members and the business community.
- 1.2. Provide advice to BEC on plans and strategies regarding membership, communications and events matters.

2. Governance

2.1. Membership

- 2.1.1. BEC Council, Corporate and General Members are eligible to nominate one representative to serve as a CMC Member.
- 2.1.2. CMC Membership is subject to a two-year, renewable term (subject to the respective CMC Member remains as a BEC Council, Corporate or General Member). The two-year term will be co-terminus with the term of BEC Board of Directors.
- 2.1.3. The CMC comprises a Chairman, a Vice Chairman (BEC CEO) and a maximum of 14 Members.
- 2.1.4. CMC Chairman 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.
- 2.1.5. Nominations for CMC Members (other than the Chairman and Vice Chairman) are open to BEC Council, Corporate and General Members. BEC Board of Directors will first consider interested and suitable candidates from Council and Corporate Members. If there are remaining seats, candidates from General Members will be considered for the appointment by BEC Board of Directors.

- 2.1.6. Each representative should demonstrate his/her relevant experience or interest through CV submission.
- 2.1.7. Active participation is expected. Attendance and involvement in CMC meetings, discussions, sharing of views and reviews will be key considerations for membership renewal. CMC membership renewal may not be supported for representatives demonstrating minimal engagement.
- 2.1.8. Replacement of a representative can be made during the two-year term with appropriate justification (such as change in personnel). Written notification should be submitted to CMC Chairman via the BEC Membership Team for confirmation. The CMC Chairman will endorse and recommend the nomination to BEC Board of Directors for approval.

2.2. CMC Meetings

- 2.2.1. CMC meetings are convened a minimum of 4 times per annum.
- 2.2.2. The quorum for a CMC meeting shall not be less than 3 CMC Members, including CMC Chairman.
- 2.2.3. CMC Members have voting rights at CMC meetings.
- 2.2.4. In case of a tie, CMC Chairman shall cast the deciding vote.

2.3. Communications and Engagement with Government, Regulatory Bodies and Media

- 2.3.1. All external communications and engagement with government departments, regulatory bodies and media on matters relating to public communications are centralised and handled by BEC Executive Committee.

2.4. Approval and Review of Terms of Reference

- 2.4.1. BEC CMC Terms of Reference and any subsequent changes thereof are to be reviewed and approved by BEC Board of Directors, with a review frequency of no less than once every two years.

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