

## 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 and 9 February 2022)

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### 1. Objectives

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

### 2. Governance

#### 2.1. Membership

- 2.1.1. BEC Council, Corporate and General Members are eligible to nominate one representative to join as CMC Members.
- 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 is made up of 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 by BEC Board of Directors for the appointment.

- 2.1.6. Replacement of representative can be made during the two-year term with justification (such as change in personnel). Written notification should be submitted to CMC Chairman via BEC Membership Team for confirmation. 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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