

## **Communications Sub Group Terms of Reference**

### **1. Aim**

The aim of the group is to provide clear information and effective communications between the Steering Group, staff team, Local Strategic Partnership, community voices, statutory sector, volunteer and community sectors and the general public. We will ensure that all are respected, free from discrimination and able to make a positive contribution.

We will:

- 1.1 Be actively involved in decision making processes
- 1.2 Provide information regarding activities and services
- 1.3 Promote training opportunities on media/communications
- 1.4 Work towards an environment that is user friendly
- 1.5 Network with agencies and other organisations to further the aims of the group
- 1.6 Encourage participation at every level

### **2. Equal Opportunities Statement**

The group works for CEN and welcomes information from anyone regardless of gender, race, ability, religion, sexual orientation and financial standing.

### **3. Meetings**

- 3.1 Meetings will be held at least 12 times per year, inclusive of newsletter meetings (4 per year)
- 3.2 General meeting will be held at least once a year
- 3.3 Every decision at meetings is agreed by a simple majority of votes cast. Chair will have the casting vote (rotating Chair and note taker for each meeting). A meeting is quorum when 4 members are present
- 3.4 Sub groups will be formed if necessary to forward the work of the group. Each sub group can make decisions on their individual pieces of work without the need to take it to the full communications sub group

Members of the Communication Group of Newcastle Community Empowerment Network have agreed at a meeting held on Thursday, 10<sup>th</sup> May 07 to abide by these terms of reference.

Signed

Dated

Warren Hardy

Margaret O'Callaghan

Arash Rod

Violet Rook

Glenn Rose

Hazel Rutherford

Jennifer Turnbull

Linda Williams