

COMMUNITIES COMMITTEE

Terms of Reference

Purpose

1. To support communities activities in the region; to facilitate effective communication between communities in the region and the sharing of best practice on community matters.
2. The Communities Committee supports all IET communities in the region, whether geographical, technical, demographic (eg age related) or otherwise.

Planning and Resourcing

- (a) Co-ordinate the planning of community activities in the region and advise the Communities Resourcing Committee on allocation of resourcing to the region.
- (b) Agree and monitor community KPIs with the Communities Resourcing Committee and promote remedial action where required.
- (c) Allocate funding and other resources to communities in region (total regional fund allocated to the region by the Communities Resourcing Committee).

Supporting Communities Activities

- (d) Build and maintain excellent relationships with all communities in the region (local, technical and otherwise).
- (e) Proactively review the programme of communities activities to highlight gaps in coverage to the communities.
- (f) Enable a highly integrated approach between communities in region (eg between Local Networks and Technical and Professional Networks).
- (g) Identify required community tools and facilities.
- (h) Reinvigorate existing communities activities in the region where required.
- (i) Make recommendations to the Communities Resourcing Committee regarding the creation, closure, merger or re-focus of Local Networks, Technical and Professional Networks and other formal communities.
- (j) Ensure that the needs of Young Professionals in region are reflected in the portfolio of communities activities in the region.
- (k) Increase member participation in other 'non-community' IET activities (eg submissions to IET journals, school fairs, candidates for prizes).
- (l) Increase membership and registration in region.
- (m) Identify high profile and influential individuals in the region to act as thought leaders and ambassadors for the IET.
- (n) Encourage more members to volunteer.

- (o) Recommend nominees for IET Boards and Committees.
- (p) Ensure that volunteers are well motivated and equipped to deliver the IET Plan.
- (q) Resolve difficult community issues.
- (r) Collaborate with local professional bodies and other relevant organisations on communities activities as appropriate.
- (s) Ensure that all activities are appropriate, in accordance with the Royal Charter and Bye-laws and the Regulations of the IET, and uphold the highest standards of ethical and professional behaviour.

Communications

- (t) Share best practice between communities (both within country and between countries in the region).
- (u) Ensure that the IET keeps abreast of cultural issues in region to avoid acts that might prejudice the interests of the IET.
- (v) Provide input and advice on communities issues from members in the region to the Communities Resourcing Committee.
- (w) Communicate effectively with members in the region, including those not catered for by a Local Network, around the IET Strategy and Plan, as well as other items as appropriate.
- (x) Raise awareness of the IET in the region with a view to growing the membership base.
- (y) Propose changes to IET products and services to the Communities Resourcing Committee for communication to the Knowledge Services Board and the Membership and Professional Development Board as applicable.
- (z) Report to the Communities Resourcing Committee.

Constitution

3. The Committee should be constituted of at least eight members.
 - (a) Chairman appointed by the Communities Resourcing Committee.
 - (b) Senior Staff Member.
 - (c) Three Ordinary Members resident in the region, of whom at least one must be aged less than 30 years at the commencement of his period of office, should be elected by the membership of the region.
 - (d) Three Ordinary Members resident in the region, of whom at least one must be aged less than 30 years at the commencement of his period of office, should be appointed by the Communities Resourcing Committee based on proposals from the Committee.
 - (e) The Chairmen of any Sub-Committees that report to the Committee, ex officio.

4. To ensure the interests of all types of communities (technical, geographical, demographic etc) within the region are represented, the Committee will appoint members to complement the competences and interests of the elected members of the Sub-Committee.

5. The Chairman of the Committee will be an ex-officio member of the Communities Resourcing Committee.

6. The number of meetings required by each Committee will vary, but all Committees should make effective use of technology to conduct as much business as possible virtually. In addition it is expected that Committees will wish to meet physically, up to a maximum of three times per year.

Expectation of Attendance and Contribution of Members

7. Any member who has not attended three or more consecutive Committee meetings (physical or virtual) spanning a period of more than six months, and has not contributed to the work of the Committee outside meetings during the same period, may be considered as being eligible for removal from the Committee. The decision to start the removal notification process from the Committee shall be agreed by the Committee by majority vote at the next Committee meeting. In the event that the Committee agrees that the member should be removed from the Committee, the following process shall apply:

8. A senior staff member from another Committee should be asked to try to contact the member via each form of communication once more. Then, if no reply is received, a formal letter (signed by the Head of Governance and Legal Affairs) should be sent from the IET to the member's last known registered address, by recorded delivery, saying: "The IET has been unable to make contact with you over the past 6 months to discuss your membership of the xxxx Committee. In view of this, unless we hear otherwise from you, we shall assume that you no longer wish to continue to be a member of the Committee."

9. After twenty-one days, in the event of no satisfactory reply, the member shall be removed from the Committee and a suitable replacement sought.