

Terms of Reference

1. Overview

This section is taken from the document [HSP Committee Structure](#) which is available on the HSP website. The document defines, amongst others, a Membership Committee responsible for the following:

- Welcoming new members to the group
- Ensuring that members details are kept up to date in the membership database
- Keeping track of membership renewals
- Act as a key point of contact for members wishing to find information about the group
- Allow members to be put in touch with other members with consent from all parties

This committee includes the group's Membership Secretary, and would communicate regularly with the Treasurer. This committee holds the membership database.

2. Membership of the Committee

As a minimum the committee includes the Membership Secretary and the Treasurer. At the time of writing there are:

- Ian Bennett
- John Mason

Others may be invited to join the committee, in particular:

- a) People with database technology skills to maintain the database
- b) People with personal skills to ensure a good welcoming face to the membership
- c) People who have shown an interest in the committee and who could take over roles identified as part of a Succession Strategy.

The committee agrees a Chairman for the meeting who is responsible for preparing the agenda, recording the minutes and ensuring that actions and decisions are progressed.

3. Authority and Responsibility

Any committee member may put forward a matter for discussion at a meeting. Once the matter has been discussed the decision will be by agreement of those present at the meeting. If needed, the Chairman has a casting vote.

The committee has the responsibility to implement decisions made by the HSP Trustees.

Responsibilities for carrying out decisions are agreed at committee meetings and are recorded as actions in the minutes.

The committee has the responsibility to respond in a timely manner to the requirements of other committees eg the Newsletter committee.

4. Meetings

Meetings are held as the committee deem them necessary and useful. The agenda is sent in advance of the meeting, and minutes indicating decisions and actions only are sent after the meeting, and both are usually prepared by the Chairman.

Communication is generally face-to-face or by e-mail but may be by any means in order to resolve any matters arising.

5. Resources and Budget

The committee may use HSP Support Group funds for purchases of materials, equipment or software up to £250 in value without reference to the Trustees.

6. Deliverables

The committee will deliver:

- A useful and reliable membership database that handles the queries asked of it.
- A database that includes HSP sufferers, carers and health professionals.
- A process of renewing subscriptions at the start of the financial year.
- A database and procedures that are compliant with the GDPR regulations
- A database that is secure and resilient to disaster

An annual report to be presented at the AGM to show the number of members.

7. Review

These terms of reference can be modified at any time by the Trustees.

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John Mason

Ian Bennett

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