

The Essex Association of Change Ringers

Founded 1879

President: The Right Reverend the Bishop of Chelmsford



Communications & Public Relations Sub-Committee Terms of Reference

Convenor

EACR Communications Officer

Membership

- Association Master, Association Secretary and/or Association Treasurer (to represent the Association Executive)
- Communications Officer – Chair;
- Newsletter Editor;
- Webmaster;
- Public relations representative from each District

Meeting Frequency & Quorum

It is recommended that the subcommittee meets four times each year as a minimum: in January, April, September and November as these times align with the Association's Management meetings and Annual General meeting schedule.

Location: meetings will be held virtually, or in-person as agreed at the previous meeting. The subcommittee aims to have at least one meeting per year in-person.

The Quorum for a meeting will be five which must include the Convenor and at least three district representatives. Decisions by the subcommittee will be by majority of those present. All members of the committee will be eligible to vote on proposals (including ex-officio Executive Officers).

Record of Meetings

Actions agreed at the meeting are captured in a spreadsheet and reviewed at the next meeting.

Reporting Mechanism

The subcommittee reports to the Association Management Meeting twice yearly.

Functions and Delegated Authority

Objectives

To proactively promote the practice of bell ringing to internal and external stakeholders of the bellringing community.

To support the promotion and reporting of the Association's activities and events

Responsibilities

1. Development and implementation of the Public Relations and Communications Strategy for the Association
2. Oversight of the development and maintenance of the EACR website (eacr.org.uk)

3. Oversight of the publication of the Association Newsletter, and to encourage the submission of articles on Association activities and events
4. Development and maintenance of publicity materials for the Association and the Districts, eg display boards, banners, posters, digital materials
5. Development and implementation of communications via relevant communication channels for both internal and external audiences

Financial responsibilities

1. The sub-committee does not have any delegated financial responsibility. Requests for funds to eg purchase publicity materials are submitted to the Management Committee for consideration.

Caroline Watts
5th December 2024