



Publications & Information Working Group

I. Terms of Reference:

These terms of reference were drafted on the 08/05/2020 and comply to both the BCA Constitution and its Manual of Operations.

i. Purpose

- i. The aim of the group is to assist the BCA in; its self-promotion, engagement with its members and developing a clear media strategy.

ii. Membership

- i. Members are to be invited by the P&I Officer
- ii. The convenor of the group will be the P&I Officer.
- iii. Membership should be reviewed on an annual basis and its members re-invited
- iv. There will not be any restrictions on numbers in these terms of reference, to allow it to reach an organic operable size.

iii. Accountability

- i. The P&I Officer will report back to Council at meetings.
- ii. There will be an annual budget presented to the Association
- iii. There will be an annual report detailing the working group's activities and general strategic plan.
- iv. Complaints are to follow BCA procedure and brought to Council.

iv. Review

- i. This will be done annually and presented at the BCA AGM under the relevant subsection report.

v. Methods

- i. Official meetings will occur at least once yearly with regular discussions between members of the working group occurring in between.
- ii. The minutes will be published on the BCA website promptly.
The convenor of the group will prepare the agenda