

BHIVA External Relations Subcommittee

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1. Preamble

This is a new subcommittee created by the BHIVA Executive Committee on 25 November 2013, and is tasked to be responsible for external communications, public relations (PR), fundraising and internal membership communications.

2. Structure

BHIVA currently has the following subcommittees: Audit and Standards, Conferences, Education and Scientific, External Relations, Guidelines and Hepatitis.

3. Purpose

The purpose of this subcommittee was first reviewed on 3 March 2017.

3.1. BHIVA Communications and PR

- 3.1.1. To manage external communications including press, communications, branding and social media
- 3.1.2. To manage relationships with external organisations, both national and international

3.2. BHIVA Fundraising

- 3.2.1. To raise funds for the work of the Association, including the BHIVA Research Awards fund

International Partnerships Working Group
Website Working Group

4. Remit

The remit of this subcommittee was first reviewed on 3 March 2017.

4.1. General

- 4.1.1. To carry out work as directed by the Executive Committee
- 4.1.2. To suggest, or to receive a suggestion(s) from the Executive Committee for, the creation of a working group to undertake a particular project. The terms of reference of the parent subcommittee will apply
- 4.1.3. To write an annual report on the work of the subcommittee by the chair of the subcommittee, for inclusion in the BHIVA Annual Report and Accounts
- 4.1.4. To report to Executive Committee meetings as required
- 4.1.5. To submit any requests for financial commitment to the BHIVA Honorary Treasurer and Executive Committee for approval

4.2. BHIVA Communications and PR

- 4.2.1. To appoint and oversee the work of an external Communications/PR company
- 4.2.2. To agree topics, events and publications relevant for press coverage

- 4.2.3. To liaise with an external PR company to provide a media training programme for agreed BHIVA persons
- 4.2.4. To set up and maintain a Media Advisory Group
- 4.3. BHIVA Fundraising
 - 4.3.1. To plan strategic and long-term fundraising for the Association.
 - 4.3.2. To develop links and work with internal and external partners, including any fundraising consultants, as required, to develop fundraising events
 - 4.3.3. To develop and maintain a donations procedure through the BHIVA website
 - 4.3.4. To develop and maintain a procedure for covenants
 - 4.3.5. To invite, appoint and maintain ongoing contact with the BHIVA Patron(s), as required
- 4.4. BHIVA Website
- 4.5. Joint work with external organisations
 - 4.5.1. To oversee any joint work or projects with external partners and organisations
 - 4.5.2. To consider any governance implications of work or projects with external partners and organisations and make recommendations to the Executive Committee or relevant subcommittee
 - 4.5.3. To review any Memoranda of Understanding (MOU) submitted to BHIVA for signature and make recommendations to the Executive Committee or relevant subcommittee
 - 4.5.4. To review any requests for BHIVA endorsement of, e.g. publications, online materials, campaigns, etc. and make recommendations to the Executive Committee for approval, where considered necessary

5. Membership

The subcommittee should be appointed to best achieve its remit and should be inclusive and properly representative of the BHIVA Executive Committee and BHIVA membership, including regional representation, level of expertise and community representation.

Each subcommittee must have the following:

- 5.1. Chair
 - To be the BHIVA Chair
 - Tenure of chair will be the tenure of the BHIVA Chair term, usually up to three (3) years
- 5.2. Vice-Chair
 - To be appointed/ elected by the chair of the subcommittee (approved by the Executive Committee)
 - Tenure of vice-chair will be one (1) year, renewable annually, maximum two (2) years
- 5.3. At least one BHIVA Trustee to sit on the External Relations Subcommittee
- 5.4. Chair of BHIVA Website Working Group to sit on External Relations Subcommittee
- 5.5. At least one Community Representative, who might be the Community Representative Trustee on the BHIVA Executive Committee or an appropriately-experienced member to be put forward by UK-CAB
- 5.6. Representative(s) from any communications/PR company engaged by BHIVA to sit on the External Relations Subcommittee as expert advisors
- 5.7. Chair of subcommittee to consider all other appointments taking into consideration the specific requirements of each subcommittee's specialty, skill, regional representation, stakeholders, etc. Tenure of membership will be one (1) year, renewable annually
- 5.8. Minimum and maximum number of members to be determined by the subcommittee. The subcommittee shall consist of six (6) minimum members
- 5.9. Automatic resignation will ensue following non-attendance at three (3) consecutive meetings without reason

6. Standard Operating Procedures

Each subcommittee is required to follow the following standard procedures:

- 6.1. Frequency of meetings (face to face or by telephone/video conference) will be as follows:
 - Minimum two (2) per annum.
- 6.2. Quorum
 - Must be one third of the membership. Must include chair or vice-chair.
- 6.3. Voting
 - Each member will have a single vote. In the case of a tie the chair (or whoever is chairing that meeting) will have a second and casting vote.
- 6.4. Declaration of interests
 - Declarations of interests forms to be completed by all members
- 6.5. Documentation
 - Agendas, minutes and other papers will be prepared by the Secretariat for approval by the chair of the subcommittee before distribution.
 - Members are asked to put forward any request for an agenda item (two (2) weeks before the scheduled date of the meeting).
- 6.6. The subcommittee can recruit a suitably qualified co-ordinator to work as appropriate to carry out work over and above previously defined work of the subcommittee, e.g. a co-ordinator, subject to the approval by the Honorary Treasurer of any costs.
- 6.7. Subcommittees would not engage in activity that would be in contradiction to the BHIVA constitution.
- 6.8. Subcommittees would not engage in activity that could jeopardise the charitable status of BHIVA.
- 6.9. Grievance procedure
 - Any grievance by an individual member to be firstly addressed by the chair of the subcommittee. Should this fail to resolve the matter, it will be referred by the chair of the subcommittee to the BHIVA Executive Committee. If the Executive Committee recommendation should also fail to satisfy, the BHIVA External Scrutineers will be asked to review the case notes and provide the Executive Committee with a recommendation. The final decision to be taken by the BHIVA Executive Committee.
- 6.10. Amendments
 - Amendments to the terms of reference to be approved by the Executive Committee.