

# Communications Committee

## Terms of Reference

This document sets out the purpose, composition, terms of service, and requirements of the ICE Communications Committee.

### Task and Purpose

Ensure quality, effectiveness, and performance of ICE's strategic communications. In conjunction with the DG&S, and in line with the ICE three year plan, set the strategic direction for the ICE's long term communications activity

Responsibilities include:

1. Benchmarking, reviewing and providing recommendations for strategic ICE communications delivery.
2. Identifying potential themes for communications activity.
3. Evaluating and monitoring ICE engagement across the range of stakeholders to include external and internal audiences, making recommendations where appropriate.
4. The Communications Committee will ensure that ICE communications activity reflects the Institution's commitment to the economic and social well-being of the world's population, sustainable development, and equality, fairness, inclusion and respect for all.
5. The Communications Committee acknowledges cultural and geographical differences across the UK and the world, and will guide ICE's communications activity to reflect those sensitivities.

### Composition of Committee

The committee will have a minimum membership of six and a maximum of 10. The Committee will be chaired by the trustee responsible for oversight of communications. This is currently Liz Waugh. Other members will include:

- The chair of the Policy and External Affairs Committee (or nominated deputy)
- A regional member of Council
- At least two graduate members
- A member of the Fairness Inclusion and Respect Panel
- A member based overseas

Other representatives of ICE committees may be invited dependent on agenda items.

### Terms of service

- Members serve for a term not exceeding three years.
- Members who do not attend three consecutive meetings will be asked to stand down from the Committee.
- At least once a year, the Committee should review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Trustee Board for approval.

## Meetings

- Meetings do not need to be physical; however, at least one a year should be in person.
- The Communications Committee will meet at least four times a year.
- Quorum: At least half the Committee membership plus one which must include the Chair or Deputy Chair.

## Secretariat

Director of Communications will act as Secretary