

## PROMOTION COMMITTEE

The setting up of this new committee was approved at the Board meeting on 24 November 2012. Its terms of reference are as follows, and amended in 2015.

The Committee will consist of at least one Board Director plus at least four lay members as deemed appropriate, one of whom shall be appointed Chairman. The Promotion Committee is accountable to the Finance Committee.

Co-opted members do not need to be Board members, but they do have voting rights. Membership of this committee is “open ended” and others may be invited to attend and take part, particularly regarding the organising of events.

### The Committee on behalf of the Board will:

1. Actively promote the work of the UEC by carrying out (but not limited to) the following actions:
2. Advise the Board on all aspects of UEC Promotions.
3. Plan and organise training events, including speakers.
4. Plan and organise the UEC Family Day, including speakers.
5. Manage and monitor the UEC Web Site.
6. Publish the bi-annual *Prayer Focus* magazine.
7. Have authority to access funding up to £1,000.00 per annum in support of its actions.
8. Funding over and above this amount must be reported back to the Finance Committee for approval.
9. Arrange seminars and other events as appropriate.
10. Set up social media.

### The duties of the Committee:

11. It will produce and keep minutes of all meetings and will produce report(s) to the Finance Committee.
12. It will liaise as necessary with both Ministerial and Finance Committees regarding the promotion of UEC.
13. It will ensure a quorum of three members, with at least one being a Board Director (who can act as Chairman in the absence of the appointed Chairman).
14. The Company Secretary will attend all meetings and will act as clerk to the committee, advising as appropriate.
15. To co-opt persons with expertise to the committee and have voting rights.
16. Advise the UEC office of planned events, to ensure appropriate insurance cover.

### Review:

The conditions and arrangements of all Committees will be reviewed every three years, in February 2022.