

# OUTREACH SUB-COMMITTEE

## Individual Terms of Reference

### 1. Purpose

The Committee shall act on behalf of the Board of Directors to carry out, although not exclusively, the following functions:-

1.1 to support the marketing and advertising of the space through outreach;

1.2 to organise and attend appropriate events both internally and externally;

1.3 to manage, create content and engage with members, potential members and the public on social media;

1.4 to be the first point of contact for enquiries, answering help-desk and email enquiries;

1.5 to explore and apply for funding and sponsorship opportunities for the space;

### 2. Membership

The Committee shall consist of: no fewer than 3 (three) Board Members and at least 3 Members nominated by the Board; and co-opted members.

### 3. Frequency of meetings

The Committee shall meet quarterly.

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