

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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