

# NHIVNA Social Media Working Group

## Terms of reference of the working group

### Functions

- The working group is responsible for setting up and maintaining social media accounts and for generating and collating output on social media.
- The working group is responsible for liaising with other groups within NHIVNA to maintain and update the NHIVNA website.
- The working group can manage any budget allocated to it by the Executive Committee for the process of social media and website development.

### Membership and appointment

- Membership of the working group is agreed at the NHIVNA Executive Committee Away Day meeting, usually held in September each year.
- Any member of the Executive Committee can join the working group.
- Each appointment to the working group is for 12 months and is reviewed at the end of that period to enable newly appointed Executive Committee members to join and to offer new experiences for existing members.
- The chair of the working group may co-opt individuals to assist with projects and activities.
- Each member of the working group is expected to participate in the activities of the working group.
- Minimum number of members: three (quorum three).

### Chairing

- Chair and vice-chair are appointed at the NHIVNA Executive Committee Away Day and the roles are reviewed at each 12-month interval.
- The Vice-Chair will chair the meetings in the absence of the Chair.
- Darran McAteer (Chair 2024–2025)
- TBC (Vice-Chair 2024–2025)

### Frequency of meetings

- Maximum of six meetings per annum to be held on a bi-monthly basis, ensuring that the schedule allows for reporting to the Executive Committee.

### Quorum

- One third of the total number of members should be present, one of which must be the Chair or Vice-Chair.
- If no quorum, minutes must reflect this and any actions will need approval by whole working group, either by email following the meeting or at the next meeting.

### Record of meetings

- The NHIVNA Secretariat will provide administration support to the working group.

- Minutes will be distributed electronically to members and uploaded to the workspace pages on the NHIVNA website.

### Reporting mechanism

- The working group will report to the NHIVNA Executive Committee at each meeting.
- This will be undertaken by the Chair, Vice-Chair or other elected representative as necessary.

### Resources and budget

- A budget will be agreed by NHIVNA Officers and the Chair each year at the NHIVNA Executive Away day meeting.
- The working group is also responsible for seeking additional resources from external sources as required to carry out its functions.

### Relationships

- The working group reports to the NHIVNA Executive Committee.
- When appropriate, the working group will liaise with other NHIVNA committees and working groups to meet the requirements of the Association.

### Communications

- Communication between meetings will take place via email and direct messaging.
- Meetings will be held online.
- Secretariat to set up and maintain an email membership list.

### Documents

- All shared information can be found on the working group workspace in the secure members' area on the NHIVNA website.

### History and updates

- The terms of reference (this document) should be reviewed annually, ideally at the first working group meeting following the NHIVNA Away Day meeting and submit any amendments to the Executive Committee for approval.

Version date	Significant changes
Established 2021	Social media and website previously responsibility of NHIVNA Chair Communications plan and social media practice guide agreed 2021
6 November 2024	Terms of reference drafted
11 December 2024	Subcommittee approved minimum numbers three and quorum three