West Midlands Regional Committee

Terms of Reference

September 2022

1. **Purpose**
   1. The Regional Committee exists to help shape and support the NHF’s work in the West Midlands and nationally.
   2. The Regional Committee is an advisory, non-executive board, and is not part of the NHF’s formal governance structure. It is one of a number of engagement mechanisms designed to ensure the NHF’s local work is member-led.
   3. The Committee acts as a conduit between members and the NHF – providing feedback to the NHF on members’ key priorities and issues, and supporting the NHF to reach out to all members in the West Midlands, engaging and involving them in the NHF’s and Regional Committee’s regional work.
   4. The Committee develops and delivers annual regional priorities for the West Midlands, working in partnership with the East Midlands region where priorities align.
   5. The Committee also helps deliver the NHF’s West Midlands and Joint Midlands Leaders Forums. The Forums are larger-scale events open to all executive and non-executive leaders in the West Midlands, designed to provide opportunities for the wider West Midlands membership to receive the latest sector updates from the NHF and guest speakers.
2. **Membership**
   1. The Regional Committee consists of a maximum of 20 members.
   2. All Regional Committee members’ organisations must be members of the NHF.
   3. All Regional Committee members must be a Chief Executive or Director.
   4. Membership of the Regional Committee is specific to the individual not the organisation, and sending deputies is not permitted except in exceptional circumstances and where agreed in advance with the Chair and the NHF.
   5. Members must meet the expectations outlined in point 5.0 below, in order to continue their membership of the Regional Committee.
   6. Applications for membership are invited from individuals who work for organisations based in the West Midlands, and from those whose organisations are based elsewhere but have a significant presence in and commitment to the region.
   7. New Regional Committee members are selected by a panel of Regional Committee members and the NHF’s External Affairs Manager, and any changes in membership will be announced at the next Leaders Forum.
   8. Membership of the Regional Committee will be reviewed annually.
   9. The Regional Committee does not seek to be wholly representative (there is no vote or mandate for members) but will encourage diversity of its membership, and where possible will seek to have a fair representation of size of organisation, specialism and geography.
3. **Chair**
   1. The Regional Committee will select a Chair from within its membership.
   2. The Chair must be a Chief Executive.
   3. The Chair will serve a maximum tenure of 3 years.
   4. The Chair will also chair the West Midlands Leaders Forums, and jointly chair the Midlands Leaders Forums with the East Midlands Regional Chair.
   5. The Chair will act as a point of contact between the NHF and West Midlands members, attend the NHF’s Regional Chairs meetings and provide feedback on behalf of members in the West Midlands.
   6. The Chair will send an update out to the wider West Midlands membership after every Regional Committee meeting.
4. **Vice-Chair**
   1. The Regional Committee will select a Vice-Chair from within its membership.
   2. The Vice-Chair can be a Chief Executive or a Director.
   3. The Vice-Chair will serve a maximum tenure of 3 years.
   4. The Vice-Chair will deputise for the Chair as necessary, including chairing Regional Committee meetings and attending NHF Regional Chairs meetings in the Chair’s absence.
5. **Meetings**
   1. The Regional Committee meets for 2 hours, 6 times a year.
   2. All Regional Committee meetings are held virtually on Microsoft Teams, except one that is held in-person over the summer.
   3. The NHF arranges all the Regional Committee meetings, provides Teams links and in-person venues, and administers the meetings.
   4. Responsibility for taking minutes at Committee meetings will rotate between the members of the Committee.
   5. The NHF is unable to pay travel expenses for these meetings, but will cover the cost of room hire and catering if required.
6. **Expectations of Regional Committee members**
   1. Attend at least three Regional Committee meetings a year.
   2. Attend at least two Leaders Forums a year.
   3. Provide constructive feedback on the NHF’s work in the West Midlands and nationally.
   4. Proactively help deliver Regional Committee priorities, including taking actions forward in-between meetings and helping to engage the wider West Midlands membership.
   5. Be an ambassador for the Regional Committee and the NHF with members and external audiences.
   6. Act as a media spokesperson if required.