East Midlands Sounding Board

Terms of Reference

September 2022

1. **Purpose**
	1. The Sounding Board exists to help shape and support the NHF’s work in the East Midlands and nationally.
	2. The Sounding Board 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 Board 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 East Midlands, engaging and involving them in the NHF’s and Sounding Board’s regional work.
	4. The Board develops and delivers annual regional priorities for the East Midlands, working in partnership with the West Midlands region where priorities align.
	5. The Board also helps deliver the NHF’s East Midlands and Joint Midlands Leaders Forums. The Forums are larger-scale events open to all executive and non-executive leaders in the East Midlands, designed to provide opportunities for the wider East Midlands membership to receive the latest sector updates from the NHF and guest speakers.
2. **Membership**
	1. The Sounding Board consists of a maximum of 12 members.
	2. All Sounding Board members’ organisations must be members of the NHF.
	3. All Sounding Board members must be a Chief Executive or Director.
	4. Membership of the Sounding Board 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 Sounding Board.
	6. Applications for membership are invited from individuals who work for organisations based in the East Midlands, and from those whose organisations are based elsewhere but have a significant presence in and commitment to the region.
	7. New Sounding Board members are selected by a panel of Sounding Board 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 Sounding Board will be reviewed annually.
	9. The Sounding Board 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 Sounding Board 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 East Midlands Leaders Forums, and jointly chair the Midlands Leaders Forums with the West Midlands Regional Chair.
	5. The Chair will act as a first point of contact between the NHF and East Midlands members, attend the NHF’s Regional Chairs’ meetings and provide feedback on behalf of members in the East Midlands.
	6. The Chair will send an update out to the wider East Midlands membership after every Sounding Board meeting.
4. **Vice-Chair**
	1. The Sounding Board 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 Sounding Board meetings and attending NHF Regional Chairs meetings in the Chair’s absence.
5. **Meetings**
	1. The Sounding Board meets for 2 hours, 6 times a year.
	2. All Sounding Board meetings are held virtually on Microsoft Teams, except one that is held in-person over the summer.
	3. The NHF arranges all the Sounding Board meetings, provides Teams links and in-person venues, and administers the meetings.
	4. 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 Sounding Board members**
	1. Attend at least three Sounding Board meetings a year.
	2. Attend at least two Leaders Forums a year.
	3. Provide constructive feedback on the NHF’s work in the East Midlands and nationally.
	4. Proactively help deliver Sounding Board priorities, including taking actions forward in-between meetings and helping to engage the wider East Midlands membership.
	5. Be an ambassador for the Sounding Board and the NHF with members and external audiences.
	6. Act as a media spokesperson if required.