

The Biochemical Society

Terms of Reference for the Meetings Board

Constitution

The Executive Committee has resolved to establish a Sub-Committee of the Executive Committee to be known as the Meetings Board.

Responsibilities

- To organise a programme of Scientific Meetings for the Society as agreed by the Executive Committee from time to time. These may include the annual Bioscience meeting, Harden Conferences, Annual Symposia and Focussed Meetings.
- To prioritise proposals from Theme Panels, members of the Board and the membership of the Society.
- To review the membership, interdisciplinary cohesion and composition (eg. gender, age, breadth of expertise and academic/industrial balance) of the Theme Panels.
- To propose an annual meetings budget for approval by the Executive Committee.
- To work with the Editor of *Biochemical Society Transactions* to maximise the availability of high quality papers for the journal.
- To work with other societies, both nationally and internationally, to enhance the value of meetings of the Society.

Membership

- The Chair of the Meetings Board shall be The Honorary Meetings Secretary of the Society, elected by the membership of the Society for a 5-year term of office.
- Other members of the Meetings Board shall comprise:
 - a) Two Members appointed by the Council on the recommendation of the Honorary Meetings Secretary,
 - b) The Chairpersons (or other representatives) from each of the Theme Panels, the Meetings Co-ordinator and one other member of the Executive Committee, appointed by the Executive Committee,
 - c) The Honorary Membership Secretary,
 - d) The Editor of *Biochemical Society Transactions*.
- A quorum shall be 6 members.

Attendance at meetings

- The Group Head of Society Activities, together with other representatives from the Meetings Office and the Finance and Editorial sections shall attend meetings of the Meetings Board as observers, other senior staff may attend as required.

Frequency of meetings

- The Meetings Board will meet at least three times per annum. The Chairperson of the Meetings Board may convene additional meetings as s/he deems necessary.

Reporting procedures

- The Meetings Board reports to the Executive Committee through its Chairperson. Minutes of its meetings will be circulated by the Group Head of Society Activities.