

Terms of Reference

Theme Panel: Training

1. Duties

- To investigate, encourage, review or commission training events throughout the year
- To identify an 'organizer' and 'co-organizer', either from within its own number or from the proposers of the meeting. The organisers will be responsible for progressing the organisation of the meeting in consultation with the Chair of the Theme Panel; the Honorary Meetings Secretary; the Chair of Education, Training and Public Engagement Committee and Society Staff, reporting regularly to the Theme Panel.
- To identify gaps in the coverage of training requirements
- Where appropriate, to provide an opportunity to develop interdisciplinary activities and to collaborate with other organisations.
- To help develop the training strategy for the Biochemical Society

2. Membership

i. Number of members

This Theme Panel is to be constituted of a minimum of eight (8) and maximum of ten (10) members.

ii. Composition

The Committee should be comprised of members with a range of expertise:

- Training expertise – all members must have substantive teaching and learning responsibilities within their institutions/organisations;
- Subject expertise - a range of expertise across different areas of molecular bioscience as set out in the new scientific strategy for the Society;
- Career stage – representation from different career stages, ideally including at least one early career scientist;
- Location – representation from scientists based in different parts of the United Kingdom and from several universities;
- Industry – representation from industry as well as academia, ideally including at least one member with an industry focus.

The composition is to be regularly reviewed by the Chair of Theme Panel: Training, Conferences Committee and Education, Training and Public Engagement Committee to ensure sufficient balance in-line with Biochemical Society Diversity policy.

iii. Election of members

Members of this Theme Panel will be elected from the Biochemical Society Membership, and from external parties if the skills and other requirements defined for this panel are met.

Members will be elected in-line with standard *Biochemical Society Election Procedures* at the Annual General Meeting.

The Theme Panel may co-opt members in cases of temporary lack of expertise, subject to approval by the Conferences Committee and the Education, Training and Public Engagement Committee.

iv. Chair of Theme Panel

The document *Terms of Reference – Chair of Theme Panel: Training* outlines the eligibility criteria and expectations of the Chair of this panel.

The Chair of the Theme Panel will be elected in-line with standard *Biochemical Society Election Procedures*.

3. Meetings

i. Frequency of meetings

The Theme Panel will meet 4 times a year, with two meetings carried out by teleconference. All additional activity will be carried out by email where possible.

Members who are absent from two meetings in a row, may be asked by the Chair to reconsider their availability to serve on the Committee. Members who are absent from three meetings in a row, may be asked by the Chair to resign their position.

ii. Quorum

A quorum for this meeting is five members.

iii. Agenda and papers

An agenda, along with documentation/information/reports supporting the items under discussion will be circulated to members of the Theme Panels a minimum of seven (7) calendar days before a meeting by email.

In the absence of return communication outlining errors in the delivery of email, the agenda and papers will be considered received by all parties unless otherwise notified.

It is essential that all papers are read and considered in advance of the meeting. The Terms of Reference for members of this Theme Panel contain statements to this effect.

iv. Minutes

Formal minutes recording the proceedings of these meetings will be taken and distributed to the Chair for review within seven (7) calendar days of the meeting taking place.

Final minutes will be circulated to all Theme Panel members, and others in attendance, as close to three (3) calendar weeks after the meeting takes place as is practicable.

v. Decision making

Where possible, a general consensus identified by the Chair of the Theme Panel will be sufficient to consider a matter passed, rejected or deferred.

Where consensus is not possible, all decisions will be made by a ballot, with each Theme Panel member holding one (1) vote. Where an equity of votes occurs, the Chair may cast an additional vote to finalise the decision, or may defer the decision for later action.

4. Reporting

i. General

This Theme Panel reports in to the Conferences Committee and the Education, Training and Public Engagement Committee.

ii. Annual General Meeting

The Chair of this Theme Panel is to attend the Annual General Meeting held in June/July of each year to represent this Committee. If this is not possible, a further member of the committee may attend in their stead.

5. Ownership of Terms of Reference

These Terms of Reference are owned by the Conferences Committee and the Education, Training and Public Engagement Committee. Changes to the overall structure of all Theme Panels will need ratification by the Council of Trustees prior to implementation.