

Appendix 1a. Terms of Reference Theme Panel: Training

1. Duties

- To encourage, commission, generate and review proposals for face to face training events and online courses throughout the year, working in partnership with Society staff and other external partners where appropriate
- To help promote the Society's training programme
- To identify gaps in the coverage of training requirements and help review and propose changes to Society training processes and strategy where appropriate.
- To help review nominations for the Society's Teaching Excellence Award

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;
- **Career stage** – representation from different career stages, ideally including at least one early career scientist;
- **Location** – representation from a variety of universities and industrial employers based in different parts of the United Kingdom;
- **Industry** – representation from industry and academia, including at least two members with an industry focus.

The composition is to be regularly reviewed by the Chair of Theme Panel: Training, Education, Training and Public Engagement Committee and Conferences 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 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 a minimum of 3 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 three 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.

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 within the remit of the Panel passed, rejected or deferred. Some decisions may require further ratification from the Education, Training & Public Engagement Committee.

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 Education, Training and Public Engagement Committee and Conferences 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 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.