

## **Terms of Reference**

# **Biochemical Society Ambassador Programme**

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The Biochemical Society is committed to supporting the molecular bioscience community and the Society's Ambassadors help to deliver this mission.

The Biochemical Society Ambassadors are the first point of contact for the Society at their institution or organisation and act as a conduit for the transfer of ideas between local molecular bioscientists and the Society and strengthen the Society's relationships and collaborations with their organisation.

### **1. Duties**

#### **i) Duties relating to all Ambassadors**

- All Ambassadors, as Society volunteers and representatives, are expected to adhere to the required standards of behaviour.
- Promote the Biochemical Society and its activities, training events, meetings, outreach initiatives, grants and journals (Ambassadors will receive bi-monthly email updates with details of relevant activities and events to disseminate to their communities and have access to the online Ambassadorial materials area);
- Raise the profile and visibility of Biochemical Society publications and encourage submission of high-quality articles;
- Indicate any additional areas for collaboration between the institution/organisation and the Biochemical Society and/or Portland Press.
- Consider organizing a Biochemical Society sponsored seminar or event to raise its profile and recruit new members. Ambassadors can apply for a grant of up to £200 to support this, if funds are available.
- Attend the Ambassador Day, held annually in Q4, to keep updated on the activities of the Society, feedback to the Society on current issues faced or areas for improvement, and network with other Ambassadors.

#### **ii) Specific duties relating to Industry and International Ambassadors**

- Work alongside other industry or international representatives from across the Society to promote activities that are most relevant to these specific audiences (it is acknowledged that not all activities may be relevant).

### **1. Composition**

#### **i) Overall programme structure**

The Ambassador programme will be composed of Local, Student, Industry, and International Ambassadors. There will be a Local Ambassador Representative Trustee who will sit on the Society's Council of Trustees.

With the exception of the Local Ambassador Representative Trustee, whose length of office is linked to their role as a Trustee to the Society, each Ambassador will serve for a period of **three years** with the below exceptions:

- In the case of **Student Ambassadors**, they will be required to inform the Society of their expected graduation date and may be asked to step down from their position if studies have ended.
- If at any time an Ambassador's circumstance regarding role or institution/organisation change, the Society should be informed.

- Should an Ambassador leave their institution/organisation, they may be required to step down from their position if they are moving out of the biochemical field.
  - If an Ambassador has moved to a new institution/organisation and there is an available vacancy for an Ambassador position there, they may apply when the role is advertised.
  - If an Ambassador has moved to a new institution/organisation and there is not an available vacancy for an Ambassador position there, they may be required to step down from their position.
- Should an Ambassador show a sustained lack of engagement throughout their term, they may be asked to step down from their position.

To encourage a healthy turnover and allow new candidates to apply, Ambassadors will be asked to reapply for their position at the end of their three-year term. The maximum term of office for any Ambassador will be 9 years (three consecutive terms).

## **ii) Role availability**

The Society's Ambassador programme accepts one Local / Industry / International Ambassador per institution / organisation. In addition, there may be one Student Ambassador per institution.

## **iii) Selection of Ambassadors**

Ambassadors will be recruited in governance recruitment cycles in Spring and Autumn each year. Applications will be reviewed by the Local Ambassador Representative Trustee.

# **2. Meetings**

## **i) Frequency of meetings**

- Ambassadors meet at least once per year, and an online attendance option will be made available. Additional business to be carried out electronically where possible.
- Ambassadors are required to attend the annual Ambassadors' Day to keep updated on the activities of the Society, feedback to the Society on current issues faced or areas for improvement, and network with other Ambassadors. The Ambassadors' Day is held in Q4 each year.

# **3. Reporting procedures**

- The Local Ambassador Representative Trustee reports Ambassadors' views into the Council of Trustees.

# **4. Ownership of Terms of Reference**

These Terms of Reference are owned by the Local Ambassador Representative Trustee and the Nominations Panel.