

Terms of Reference

Equality, Diversity and Inclusion (EDI) Advisory Panel

The Biochemical Society is committed to equal opportunities in the molecular biosciences. The Equality, Diversity and Inclusion Advisory Panel provides guidance to the Society's governance on all matters related to EDI, and in particular those related to championing the representation and inclusion of underrepresented groups in its activities.

The Panel also works to advise on strategy to assess and tackle potential discrimination, prejudice or bias based upon characteristics such as: race, ethnicity, gender, gender reassignment status, sexual orientation, disability and socio-economic background.

Duties

- To proactively identify EDI related matters relevant to the Society's activities, strategy, and professional team.
- To provide proactive, and reactive, guidance to the Council of Trustees and all of its sub-committees on matters related to EDI and tackling potential discrimination and bias.
- To champion the inclusion of consideration of EDI related matters at the design/initiation stage of all Society activities.
- To work in collaboration with both the Nominations Panel and the Audit Committee in ensuring that the balance of skills and EDI consideration amongst the Trustees, and in other key Society governance positions, is appropriate.
- To provide guidance on the requirement for upskilling/training of existing committee bodies and/or members on matters related to EDI.

Membership

I. Internal Structure

- The EDI Advisory Panel will be formed of a core panel and an Advisory Network.
- The core group will be comprised of a maximum of 13 people holding a 3 Year Term of Office, unless they are ex officio on the panel, in which case their term will be dictated by that of their main Society position.
- There will be no set limit to the number of members within the Advisory Network, however the group will be revised on an annual basis to ensure it remains viable. The Network will comprise of members of the Society.

II. Composition

- EDI Chairperson
- EDI Representatives:
 - Publications Committee
 - Conferences Committee
 - Awards Committee
 - Grants Committee
 - Education, Training and Public Engagement Committee
 - Early Career Advisory Panel
 - Industry Advisory Panel
 - *The Biochemist* Editorial Board
- Honorary Policy Officer

- Junior Member
- Director of Operations (staff)
- Head of HR (staff)

Meetings

I. Frequency of meetings

- The Core Group of the Advisory Panel will meet twice a year with additional business carried out electronically where possible.
- The Chair of the Advisory Panel may convene additional meetings as necessary, and within budget.
- Members who fail to attend more than two meetings in a row may be asked to resign

II. Quorum

A quorum shall be 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 Core group of the Advisory Panel 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 fourteen (14) calendar days of the meeting taking place.
- Final minutes will be circulated to all 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 EDI Advisory 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 Panel Member holding one (1) vote. Where an equality of votes occurs, the Chair may cast an additional vote to finalise the decision, or may defer the decision for later action.

Reporting

I. General

The panel reports to the Council of Trustees.

II. Annual General Meeting

The Chair of the EDI Advisory Panel is to attend the Annual general Meeting held in July of each year to represent this panel. If this is not possible, a further member of the Panel may attend in their stead.