

## Terms of Reference Industry Advisory Panel

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The Biochemical Society is committed to supporting the molecular bioscience community, with those working in Industry being important and key members of that community.

### 1. Duties

- To be proactive in supporting links between academia and industry and promoting the widening of membership across specialist sectors, facilitating innovation and collaboration;
- To identify and increase opportunities for the Society to engage with industry;
- To input and advise on Society activities of relevance to industry.

### 2. Composition

#### i) Internal Structure

The Industry Advisory Panel will be composed of a minimum of 6 members including the Chair, who will hold the position of Industry Representative Trustee. With the exception of the Chair, whose length of office is linked to their role as a Trustee of the Society, each member shall serve for a period of four years, with the possibility of an extension up to a further three years (where this supports the objectives of the panel and is agreed by the Chair). The maximum term of office for any member of the panel shall be seven years. Following the completion of a term of office members may not be reappointed to this panel for one full calendar year.

Further input into Industry Advisory Panel activities will be gained from other relevant Committees and Advisory Panels within the Society, and the wider membership and community.

#### ii) Composition

The panel should be comprised of members with the following expertise where possible:

- Drug discovery;
- Biomaterials and bioengineering;
- Consumer goods and service providers;
- Agrochemicals, food security and food formulation;
- Clinical biochemistry and diagnostics.

#### iii) Election of Members

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

### 3. Meetings

#### i) Frequency of Meetings

- The Industry Advisory Panel will meet at least twice a year (remotely or in-person to be decided), with additional business carried out electronically where possible.
- The Chair of the Industry Advisory Panel may convene additional meetings as necessary and within budget.

- A remote option for members to join meetings will always be available.
- Members who are absent from two meetings in a row may be asked by the Chair to reconsider their availability to serve on the panel.
- Members who are absent from three meetings in a row may be asked by the Chair to resign their position.

**ii) Quorum**

- A quorum shall be 6 members.

**iii) Agenda and Papers**

- An agenda, along with documentation/information/reports supporting the items under discussion, will be circulated by email to members of the Industry Advisory Panel a minimum of seven calendar days before a meeting.
- Final minutes will be circulated to all panel members, and others in attendance, as close to three calendar weeks after the meeting takes place as is practicable.

**iv) Decision making**

- Where possible, a consensus identified by the Chair 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 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 Procedures**

**i) General**

- The Industry Advisory Panel reports to the Council of Trustees through its Chair.

**ii) Annual General Meeting**

- The Chair of the Industry Advisory Panel is to attend the Society's Annual General Meeting, held in June/July of each year, to represent this panel. If this is not possible, an alternative member of the panel may attend instead.

**5. Ownership of Terms of Reference**

These Terms of Reference are owned by the Council of Trustees.