Information for the role of Chair of the Education, Training and Public Engagement Committee

The Education, Training and Public Engagement Committee (Education Committee) works to foster and support the teaching and learning of molecular biosciences from age 15 upwards by providing training, events, activities and resources for students, teachers, educators, scientists and the general public.

The purpose of the Chair is to lead the work of the Education Committee and act as the principal liaison with the Executive Management Committee and Council. The Chair is responsible for developing the strategy and direction of the Education Committee in line with policies agreed by the Executive Management Committee, Council and the Society’s charitable objectives. The Chair of the Education Committee will therefore also become a Trustee of the Biochemical Society and as such will participate in discussions on the strategic direction of the Society. You will gain valuable board experience and have the opportunity to network with colleagues and peers across the sector, representing the Society at the highest level.

Roles and responsibilities
• Provide leadership in setting the education agenda and strategic objectives.
• Ensure the education strategy and strategic objectives are reviewed regularly.
• Work with committee members to develop and enhance the education activities of the Society and therefore promote and advance the molecular biosciences.
• Work with the Chair of the Training Theme Panel to oversee the strategic direction of the Society’s training provision.
• Report and update Council on activities and progress against agreed objectives.
• Work closely with relevant Society staff to create and sign-off the agenda for Education Committee Meetings.
• Liaise with the Chair of the Policy Advisory Panel in order to address activities that span the remit of both committees.
• Where appropriate, liaise with related learned societies to work towards common objectives in Education and take advantage of synergies and possible economies of scale.

Skills
• A sound understanding of the education landscape from post 16 to HE.
• Experience of teaching at HE.
• An in-depth knowledge of the molecular biosciences as both a research discipline and a taught subject.
• Knowledge of the career options offered across sectors in the molecular biosciences.
• Strong communication skills.
• An ability to respond to tight deadlines.
• Strong organisational skills and proficiency at chairing meetings.
• Strong interpersonal skills with the ability to liaise with staff, committees, members and those working in the education sector.
• An interest and knowledge in e-learning.
• Previous experience in producing learning resources.

Please highlight the skills and experience that make you a suitable candidate for this role on the Education Committee.

**Terms of Reference**

**Education, Training and Public Engagement**

1. **Duties**

   - To foster and support the teaching and learning of molecular biosciences from age 15 upwards by providing training, events, activities and resources for students, teachers, educators, scientists and the general public;

   - Training - To work in partnership with the Training Theme Panel and Conferences Committee to run a programme of subject-specific training workshops for graduate level and above;

   - Formal education (post-15) – To support students and teachers with subject-specific and careers-related activities, events and resources;

   - Education Policy - In collaboration with the Honorary Policy Secretary and Royal Society of Biology, to provide information and advice to Government, the teaching and funding agencies, the media and all those involved in teaching and careers guidance;

   - Public Engagement – To provide opportunities for people of all ages to explore and discuss the issues raised by developments in molecular bioscience, working closely with the Royal Society of Biology and other Learned Societies and organisations where appropriate;

   - To advise the Executive Management Committee on appropriate resources and the mechanisms required to realise the educational objectives of the Society;

   - To prepare an annual budget for educational activities, for consideration by the Executive Management Committee.
2. Membership

i. Number of members

- The Chair of the Education, Training and Public Engagement Committee is elected by the Council of the Society for a 5-year term of office;

- Other members of the Committee shall comprise:
  a) The Honorary Policy Secretary;
  b) A Deputy Chair to lead the Committee in the Chair’s absence.
  c) Up to ten other members of the Society, appointed by the Executive Management Committee. The Education, Training and Public Engagement Committee may make its own recommendations for such appointments, which shall be for three years in the first instance, renewable for one further period of three years.

ii. Composition

The Committee should be comprised of members with the following expertise:

- **HE Training**– Approximately 5 members of the Committee should have substantive teaching and learning responsibilities within their Institutions. Two or more of these members should also sit on the Training theme panel (with one being the Chair of the Training theme panel);

- **Advanced Training**– One or two members of the Committee should be experienced in delivering advanced, subject specific training to post graduates and early career researchers;

- **School science education (post-15)** –Two or three members of the Committee should have expertise in school science education, with at least one and ideally two being practising teachers (secondary school or FE) and the other member(s) working in another area related to formal science education such as science education research and/or initial teacher training;

- **Public engagement**–One or two members of the Committee should have substantial expertise in public engagement with science and/or science communication;

- **Education technology** – At least one member of the Committee should have expertise in using technology to enhance and support learning.
It is possible that Committee members may fulfil more than one of these criteria. In addition to these roles, there should also be representation on the Committee from different career stages, (ideally including at least one early career scientist), with broad representation across Institutions active in the sector.

3. Meetings

i. Frequency of meetings

The Education, Training and Public Engagement Committee will meet 3 times per year, with additional business carried out electronically as far as possible. The Chairperson may convene additional meetings as s/he deems necessary.

ii. Quorum

A quorum shall be 5 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 Committee 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 Committee 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

The Education, Training and Public Engagement Committee reports to the Executive Management Committee through its Chairperson, and all papers of the Committee are shared with the Honorary Policy Secretary in order to facilitate effective division of responsibility in areas that overlap the remit of both committees. Minutes of the Education, Training and Public Engagement Committee will be circulated by the Education and Public Engagement Officer.

ii. Annual General Meeting

The Chair of this Committee 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 Executive Management Committee and Education, Training and Public Engagement Committee.
Terms of Reference
Council of Trustees

- **Duties**
  - The Board of Trustees/Directors of the Society;
  - Will be Chaired by the President;
  - Sets, and evaluates, the overall scientific (Policy, Education, Meetings, Publishing) and organisational strategy for the Biochemical Society, in collaboration with the related area focussed committees;
  - Receives reports from the Executive Management Committee on the operational state of the organisation;
  - Receives reports on group activities from related specialist sub-committees (see structure);
  - Reviews and approves recommendations for action from the Executive Management Committee otherwise outside of its delegated authority;
  - Approves final budgets, accounts and financial reports under recommendation from the Finance Committee;
  - Receives and approves audit reports (including the Trustees Annual Report) under guidance from the Audit Committee;
  - Approves new and amended governance role and body terms of reference, standard governance policies and procedures following recommendations from the Executive Management Committee;
  - The Council of Trustees takes overall collective responsibility for the activities and direction of the Biochemical Society;
  - The Council of Trustees must act in accordance with the Articles of Association and By-Laws of the Biochemical Society.

- **Authority**
  - Subject to the Articles of Association and directions given by Special Resolution, the business and affairs of the Society will be
directed by the Council of Trustees who may exercise all powers of the Society;

- The Council of Trustees may delegate any of the powers which are conferred upon it by the Articles of Association;

- Delegates major operational responsibility to Executive Management Committee;

- The Council of Trustees may determine the remit, role and function of all sub-committees, without further recourse to a General Meeting or a Resolution of the Members where such a decision would not contravene the Articles of Association;

- Should the Council of Trustees comprise of fewer than eight (8) Directors, the authority of the Board is limited to the appointment of a sufficient number of Directors to bring the Council of Trustees to its minimum composition.

### Membership

#### i. Number of members

- The Council of Trustees will be formed of thirteen (13) positions, with a potential to rise to a maximum of fifteen (15) should all ‘Balance Positions’ be filled (see below);

- The Council of Trustees is authorised to operate with a minimum of eight (8) Directors appointed if vacant positions are not yet filled. This is only applicable if those present include the President; Chair of Executive Management Committee; Honorary Treasurer; Honorary Meetings Secretary; Honorary Membership Secretary; Honorary Policy Officer and Chair of Portland Press Limited Board.

#### ii. Composition

- President;

- Chair of Executive Management Committee;

- Honorary Treasurer;

- Honorary Meetings Secretary;

- Honorary Membership Secretary;
• Honorary Policy Officer;
• Chair of Education, Training and Public Engagement Committee;
• Chair of Basic Bioscience Theme Panel;
• Chair of Clinical and Translational Research Theme Panel;
• Chair of Training Theme Panel;
• Chair of Portland Press Ltd Board;
• Local Ambassador Representative;
• Student/Early Career Member Representative;
• ‘Balance’ positions (to a maximum of two (2) posts) – it is expected that these roles will be recruited/elected/appointed to fill any subject specific skills gap identified either by the Council of Trustees itself, the Executive Management Committee or the Audit Committee.

The Council of Trustees must ensure that it has sufficient collective skill and experience to effectively manage and direct the activities of the Society. A review of the available skills will be undertaken by the Audit Committee on a biennial basis.

iii. **Election of members**

Members of the Council of Trustees will be elected from the Biochemical Society Membership, and from external parties if the skills and other requirements defined for this Board are not met.

Members will be elected in line with standard Biochemical Society Election Procedures as far as possible.

iv. **Conduct**

Members are required to adhere to the governance code of conduct, as found in the Biochemical Society Governance Handbook.
Meetings

i. Frequency of meetings

The Council of Trustees will meet a minimum of three (3) times a year.

The President, or the Council of Trustees itself, may call a meeting should five (5) or more Directors request it.

ii. Quorum

The quorum of a meeting of the Council of Trustees shall be five (5) Directors, if a sufficient number of Directors are appointed (see above) whether said Directors are present at a meeting or otherwise.

iii. Agenda and papers

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

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) to fourteen (14) days of the meeting taking place.

Final minutes will be circulated to all Committee 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 President (or a Director stepping in as Chair for a meeting at which the President is
absent) will be sufficient to consider a matter passed, rejected or deferred.

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

- **Reporting**

  i. **Trustees Annual Report**

  The President, on behalf of the Council of Trustees, will cause the professional staff of the Society to draft a summary Annual Report and Accounts, in line with associated regulatory standards, which will be reviewed/amended and authorised by the President.

  The Council of Trustees will cause the Trustees Annual Report to be made available on the Society website, or on request from the General Public.

  ii. **Annual General Meeting**

  The Council of Trustees will call for a summarised report on all Society activities and finances at an Annual General Meeting of the Biochemical Society Members.

- **Ownership of Terms of Reference**

  These Terms of Reference are owned by the Council of Trustees. Any amendments not in line with the Articles of Association are to be put to the Membership at a General Meeting, and will be passed by Special Resolution.

Last updated: 8 November 2016