

# Terms of Reference

## Theme Panel: Basic Bioscience

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### 1. Duties

- To investigate, encourage, review or commission events throughout the year, across the Research Areas.
- To identify programme coordinators from within the Research Areas, from proposers of meetings or from a third party (if approved by Theme Panel members). The programme coordinators will be responsible for progressing the meetings in consultation with the Chair of the Theme Panel; the Honorary Meetings Secretary; and Society Staff.
- To encourage Research Areas to submit high quality nominations to the Society's Awards.
- Where appropriate, to provide an opportunity to develop interdisciplinary activities and to collaborate with other organizations.
- To implement relevant Biochemical Society strategies, such as the Industry Strategy.
- To help develop the meetings strategy for the Biochemical Society.

### 2. Membership

#### i. Number of members

This Theme Panel is to be constituted of eight (8) members.

#### ii. Composition

The Panel should be comprised of the following members:

- Chair, Basic Bioscience Theme Panel
- Chair, Harden Sub-Panel
- Chair, Research Area I – Genes
- Chair, Research Area II – Molecular Structure and Function
- Chair, Research Area III – Energy and Metabolism
- Chair, Research Area IV – Cells
- Chair, Research Area V – Signalling
- Chair, Research Area VI – Biological Systems

The composition is to be regularly reviewed by the Chair of Theme Panel and Conferences Committee to ensure sufficient balance in line with Biochemical Society Diversity policy.

Meetings of the Committee will be attended by members of Biochemical Society staff as appropriate, including the Head of Conferences and Events.

#### iii. Election of members

With the exception of the Chair, all positions on this Theme Panel are related to the Chairships of the above Research Areas and Harden Sub-Panel. Therefore, members are appointed *ex officio*.

#### iv. Chair of Theme Panel

The Chair of the Theme Panel will be elected at the Annual General Meeting (usually in June/July) in line with standard *Biochemical Society Election Procedures*.

The period of office for the Chair of the Theme Panel will be 3 years with the option to extend for a further 2 years if they have served less than 3 years as Chair of a Research Area. The Chair of the Theme Panel cannot concurrently serve on a Research Area or on the Harden Sub-Panel.

### 3. Meetings

**i. Frequency of meetings**

The Theme Panel will meet 4 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 four (4) 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. The Terms of Reference for members of this Theme Panel contain statements to this effect.

**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 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 finalize the decision, or may defer the decision for later action.

### 4. Reporting

**i. General**

This Theme Panel reports in to the Conferences Committee and the Honorary Meetings Secretary.

**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 following approval from the Honorary Meetings Secretary.

### 5. Ownership of Terms of Reference

These Terms of Reference are owned by the Conferences Committee. Changes to the overall structure of all Theme Panels will need ratification by the Council of Trustees prior to implementation.

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Updated on: 17 January 2017