

Terms of Reference

Theme Panel: Clinical and Translational Research

1. Duties

- To investigate, encourage, review or commission events throughout the year, focussing on Clinical and Translational research topics.
- To identify programme coordinators, from within its own number, 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.
- Where appropriate, to provide an opportunity to develop interdisciplinary activities and to collaborate with other organizations.
- To help develop the meetings strategy for the Biochemical Society.

2. Membership

i. Number of members

This Theme Panel is to be constituted of a minimum of four (4) and maximum of eight (8) members.

ii. Composition

The Panel should be comprised of members with a range of research expertise, to cover (but not be limited to):

- Aging
- Cancer
- Cardiovascular System & Vascular Biology
- Diabetes & Metabolic Disorders
- Diagnostics & Biomarkers
- Endocrinology
- Gastrointestinal, Renal & Hepatic Systems
- Immunology & Inflammation
- Molecular Bases of Health & Disease
- Neuroscience
- Pharmacology & Toxicology
- Respiratory System
- Therapeutics & Molecular Medicine
- Stem Cells

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.

Each position will carry a term of office of three (3) years unless the membership term of a representative will come to an end during this period. Where this is the case, the term of office will be up to, and including, the final date of their membership within the applicable category.

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

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

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

The Theme Panel may co-opt members in cases of temporary lack of expertise, subject to approval by the Conferences Committee and Honorary Meetings Secretary.

iv. Conduct

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

v. 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*.

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.

Last Update: 8 February 2017