Terms of Reference
Conferences Committee

1. Duties

- To organize a programme of Scientific Meetings for the Society as agreed by the Council of Trustees from time to time. These may include Harden Conferences, Annual Symposia and Focused Meetings.
- To prioritise proposals from Theme Panels, members of the Board, and the membership of the Society.
- To review the membership, interdisciplinary cohesion and composition (e.g., gender, age, breadth of expertise and academic/industrial balance) of the Theme Panels.
- To propose an annual meetings budget for approval by the Council of Trustees.
- To work with other societies, both nationally and internationally, to enhance the value of meetings of the Society.

2. Membership

i. Composition

The Chair of the Conferences Committee shall be the Honorary Meetings Secretary of the Society, elected by the membership of the Society for a 5-year term of office. Other members of the Conferences Committee shall comprise:

- Chairs of the three Theme Panels
- Two members appointed by the Council of Trustees
- One representative from Industry
- One student/early career researcher representative

ii. Election of Members

Members of the Conferences Committee will be elected from the Membership in line with standard Biochemical Society Election Procedures as far as possible.

iii. Conduct

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

3. Meetings

i. Frequency of meetings

The Conferences Committee will meet at least three times annually. The Chair may convene additional meetings as s/he deems necessary.

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 shall be 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 Committee, by email, a minimum of seven (7) calendar days before a meeting.

In the absence of return communication outlining errors in the delivery of this email, the agenda and papers will be considered received by all parties.

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) 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 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 it is not possible to reach a consensus, all decisions will be made by a vote, with each Committee 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. Council of Trustees
The Conferences Committee is required to report to the Council of Trustees, both through its Chair and related senior staff.

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 be nominated to stand in their stead.

5. Ownership of Terms of Reference

These Terms of Reference are owned by the Council of Trustees. Any changes must be authorised by the Trustees.

Last updated: October 2017