

# Terms of Reference

## Education, Training and Public Engagement

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### 1. Duties

- To foster and support the teaching and learning of molecular biosciences from age 15 upwards, and of molecular bioscience career pathways for students of all ages, 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 and online courses for post-graduate students, early career and established scientists, HE Educators and technicians;
- **Formal education (post-15)** – To support students and teachers with subject-specific activities, events and resources;
- **Careers** – To raise awareness of the breadth of career pathways and opportunities in molecular biosciences, through events and resources for students, teachers and those working across molecular biosciences. To include provision of a jobs board on the Society website.
- **Education Policy** - In collaboration with the Honorary Policy Secretary, Royal Society of Biology, Campaign for Science & Engineering and others, to provide information and advice to Government on education policy issues.
- **Public Engagement** – To provide training, funding, resources and events allowing 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 organizations where appropriate;
- To advise the Council of Trustees on appropriate resources and the mechanisms required to realise the educational objectives of the Society.

### 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) Chair of the Training Theme Panel;
  - b) A Deputy Chair to lead the Committee in the Chair's absence (this could be the Chair of the Training Theme Panel or another Committee member);
  - c) Up to 12 other members of the Society, appointed by the Council of Trustees.

#### ii. Composition

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

- **HE Training**– At least four or five 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.
- **Industry** – At least one member of the Committee should work in industry;

- **Early career representative** – At least one member of the Committee should be an early career member, where possible an early career lecturer.

It is likely that some Committee members may fulfil more than one of these criteria. In addition to these roles, there should also be a suitable gender balance between Committee members and 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.

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 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 Council of Trustees 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 Manager

### **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 Council of Trustees and Education, Training and Public Engagement Committee.

Last updated: October 2018