

Learned Society Committee: Terms of Reference

Purpose

To give strategic direction to IChemE's priorities and to steer IChemE's activities as a learned society

Authority

The Learned Society Committee (LSC) operates under a delegated authority from the IChemE's Board of Trustees (BoT). The LSC Chair will routinely report to each BoT meeting additionally making a formal report annually.

Duties

Duties can either be carried out by LSC directly or indirectly via a delegation to an appropriate panel or learned society sub-group. The LSC is responsible for the following activities:

1. Setting strategic priorities for IChemE as a learned society, utilising where appropriate the technical roadmap Chemical Engineering Matters;
2. Working in close collaboration with the Learned Society Forum to actively promote the technical development of chemical engineering and the membership in pursuit of IChemE's charitable objects;
3. Reviewing and approving proposals for learned society projects;
4. Reviewing and ensuring technical delivery of ongoing projects against agreed milestones;
5. Reviewing and approving proposals for:
 - a) the establishment of Special Interest Groups, Centres or other learned society groups;
 - b) merging of groups; and
 - c) closing of groups;
6. Reviewing annually the activity of learned society groups (e.g. Special Interest Groups, Communities of Practice etc);
7. Providing or directing technical input to other IChemE activity as required (e.g. supporting public engagement);
8. Ensuring that the Learned Society budget process is well managed, including:
 - a) Reviewing plans and objectives for groups and projects;
 - b) Allocating funds and resources; and
 - c) Reviewing performance;
9. Providing oversight for the following activities:
 - a) Medals, fellowships and prizes
 - b) publications (academic journals, Loss Prevention Bulletin, Forms of Contract, books)
 - c) Energy Centre
 - d) Safety Centre
 - e) completed projects
 - f) policy research and response
 - g) other learned society activities, such as technical standards, quality assurance, CPD materials

Working Groups

The LSC can establish Working Groups as required to undertake discrete projects. Such groups will normally have a minimum of three members and will generally be temporary in nature, disbanding upon completion of their task or when directed to do so by the LSC.

IChemE members and others with relevant expertise may be invited to join a Working Group. Working Groups will be required to periodically report their progress against an agreed timetable to the LSC.

If there is a requirement by the Working Group for any additional resource (financial or otherwise), a request will be submitted to the LSC. If the LSC agrees to support the request, then in the first instance the resource will be found by re-prioritising other LSC activity. If the LSC is unable to meet the request from within its own resources, then the request will be submitted to Finance and HR Committee for their consideration.

Meetings

LSC meetings shall normally be held quarterly. Additional meetings be convened by the VP Technical or the Learned Society Director as required.

The LSC will comply with the IChemE's Conflicts of Interest Policy.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the LSC, and to any other person required to attend, no later than five working days before the date of the meeting. Supporting papers shall wherever possible be sent by email to the group members and to other attendees, as appropriate, at the same time.

Minutes of meetings

Minutes of LSC meetings shall be kept and shall record key decisions and where appropriate associated dialogue. Unless there is a specific reason not to, all minutes of meetings will be made available to all members through the IChemE website. When confidentiality is required for an item, it should be submitted as reserved business on the meeting agenda and the associated minute will not be published on the website.

The minutes shall include the names of those present and in attendance, any apologies received, any conflicts of interest declared, and the appointment or removal of any committee members.

Draft minutes of meetings shall be circulated within one week to the meeting chair before being circulated promptly to all other members of the Committee.

The minutes shall be formally approved at the subsequent meeting and a final signed copy maintained for the organisation's records.

Quorum

Meetings shall be quorate if at least six members (including the chair) attend either in person or through electronic means.

Decisions

Decisions are made by majority vote of those present or, in the case of an online discussion, of those casting their vote by the deadline set by the chair. In the event that views are evenly divided, the chair shall have a casting vote.

Membership

1. Vice-President (Technical) who will be the chair

2. Nine ordinary members elected by members of the Learned Society Forum
3. One early career member
4. Up to three co-opted members

The members of the Learned Society Committee should collectively have understanding of the application of chemical engineering principles across a broad reach of chemical engineering research, technology development and practical implementation aligned with IChemE's technical strategy as articulated in Chemical Engineering Matters.

Elected Members

Any Fellow or Chartered Member of IChemE (at least five years post-Charterhip) may stand for election to the Learned Society Committee, provided they have the support of two Seconds who will be members of IChemE in good standing at the time of the nomination. The requirement of Chartered status does not apply to the young member representative.

The Learned Society Committee must have at least one Young Member representative, defined as a member under the age of 35 at the start of their term. In terms of gender and geographic location, the LSC should be representative of the section of membership that would be eligible to stand for election. The Learned Society Committee shall confirm the specific requirements annually ahead of the elections.

LSC members are elected by members of the Learned Society Forum. Each voter shall have a number of votes equal to the number of seats being elected.

LSC members will normally hold office for a term of three years. They may be appointed for a maximum of two consecutive terms. In the first LSC, three elected members will serve for an initial term of two years, three for three years and three for four years, the various term lengths to be determined by lottery. All subsequently elected members will serve a normal term of three years.

The election timetable and process will be as for other IChemE voluntary appointments, with terms commencing at the end of the AGM. In the first year, the timetable can be adjusted to suit the establishment of the committee.

Following the announcement of the election results, the Committee may choose to co-opt further members to address any gaps in the skills or industry sectors and to address other diversity requirements. The Learned Society Forum shall be invited to suggest candidates for co-option against gaps identified by the Learned Society Committee.

Conduct of members

If in the majority opinion of other LSC members or in the opinion of the chair, a member's conduct is deemed to be offensive or inappropriate, the member will be referred to a panel established by the Chief Executive to consider their conduct. If, upon reasonable investigation, the panel finds the member's conduct to be offensive or inappropriate then they may sanction the member, including temporarily suspending their membership of the LSC or terminating their membership of the LSC. If the panel consider the member to have breached the Code of Professional Conduct then they may refer the matter to the Chief Executive's office to be dealt with through the Professional Conduct and Disciplinary Regulations. Where membership of the LSC is terminated, then the member will have a right of appeal to an appropriately formed appeal panel. The member will need to set out in advance their detail grounds for appeal which may only be considered on the basis of process, perversity or proportionality.

Staff support

Staff support is from within the Learned Society directorate.

Other matters

The Committee shall:

- have access to sufficient resources in order for it to carry out its duties;
- be provided with appropriate training, both in the form of an induction programme for new members and on an ongoing basis for all members;
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules as appropriate;
- arrange for periodic review of its own performance, and at least every three years review the Committee Terms of Reference and Charter to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board of Trustees for approval.

Review

These Terms of Reference shall be reviewed at the end of the first year and then at least every three years.

Drafted by:	Director, Learned Society
Recommended by:	SIG MG Good Practice Working Group
Date:	March-April 2019