

## Terms of Reference Appendix A

### unless otherwise stated in the Terms of Reference

#### **Nominations**

The Chair calls for nomination of membership to the committee, giving at least 21 days' notice to the group. These are submitted to the Secretary/Secretariat before the meeting commences. In exceptional circumstances, and at the discretion of the Chair, nominations may be taken from the floor of the meeting. Each nomination must have a proposer and a seconder (and the agreement of the nominee).

Voting of committee members can be processed either physically at the meeting or virtually via an online platform, provided by IChemE.

#### **Term of office**

The maximum term of office is normally three years with exceptions noted in the Terms of Reference, with the option of re-election for one further term. They cannot serve for more than two terms, consecutively or otherwise, without the permission of the Board of Trustees.

#### **Quorum**

There must be 35% of the committee, unless otherwise stated in the Terms of Reference, in attendance for a quorum to be met. A meeting is called by the Chair. Any member of the committee can ask the Chair to call the meeting. If the Chair is not available to attend the meeting, another member of the committee can step in to Chair the meeting, excluding secretariat.

#### **Notice of meetings**

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda and supporting papers of items to be discussed, will be forwarded to each member of the committee, and to any other person required to attend, no later than five working days before the date of the meeting.

All meetings will have the ability to host attendees virtually. Guidance for best practice is available within the Volunteer resources.

#### **Minutes of meetings**

Minutes of the proceedings and decisions made will be recorded to include the names of those present, any apologies received, any conflicts of interest declared, matters arising, safety briefing and the appointment or removal of any committee members.

Any decisions by the committee will be taken by a simple majority. If any member of the committee substantially disagrees with the majority on any proceeding or decision, they have the right to have this recorded in the minutes.

Draft minutes of committee meetings will be circulated within two weeks of the meeting to the committee Chair before being circulated promptly to all other members of the committee. The minutes will be formally approved at the subsequent committee meeting and a final signed copy sent to IChemE to be maintained for the organisation's records.

## Other matters

IChemE actively supports good practice and respects equality and diversity. It is open to involving staff and volunteers from a wide range of backgrounds and abilities and will seek to commit the necessary resources to make meetings accessible and create an inclusive environment so that everyone can take part in the way that best suits them.

The committee will:

- 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 annually review the committee terms of reference to ensure it is operating at maximum effectiveness and recommend any changes to the relevant board for approval.