

# Learned Society Committee

## Terms of Reference

By-Law 91 Regs 5,6,7	The Board may delegate any of its powers (other than the power to borrow money) to standing or special committees of the Board consisting of members (Voting or Non-Voting) provided that the chairman of such a committee is a Voting member.
By-Law 91	Board of Trustees > Learned Society Committee

### Purpose

To give strategic direction to IChemE's priorities and to steer IChemE's activities as a Learned Society.

### Duties and Powers

The Learned Society Committee (LSC) is responsible for:

1. Maintaining a rolling plan, consulting with members (particularly through the Learned Society Forum) as required, that sets technical objectives in accordance with a long-term technical roadmap (such as Chem Eng Matters) and IChemE strategy.
2. Procure, review and prioritise member proposals that support the delivery of the IChemE Learned Society technical objectives.
3. Develop, support, maintain and report on outputs from all IChemE groups delivering technical knowledge, against the technical objectives within the rolling plan.
4. Establish resource management procedures that ensure activity and costs are delivered within agreed budgets and resource ceilings.
5. Learned Society activity includes (but is not limited to) the following: Knowledge transfer (publishing, conferences, seminars and events); bespoke projects; Special Interest Groups, Communities of Practice, medals and policy development.

Whilst accountability will be retained by the LSC, duties can either be carried out by LSC directly or indirectly via a further delegation to an appropriate panel or learned society sub-group.

The Learned Society Committee is accountable to the Board of Trustees. It will report to the Board of Trustees at each meeting, via a written and verbal report compiled and delivered by the Vice President, Learned Society.

The Chair and Members of the Learned Society Committee are responsible for the delivery of the group's duties. The Learned Society Committee is supported by staff drawn from the Learned Society Directorate.

In the course of carrying out its duties, the Learned Society Committee may consult, as appropriate:

- Any of the relevant entities deemed to form part of the Learned Society
- IChemE members of staff, including the CEO and the Director, Learned Society
- The Commercial Panel
- Congress

## Membership

1. Vice-President Learned Society who will be the chair
2. Up to twelve members, who have been selected by existing members of the LSC on basis of skills and diversity

The chair may ask one of the other members of the LSC to take the role of Deputy Chair, to assist with the running of the committee or deputise for the VP/Learned Society in their function as chair of the LSC if required.

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.

At least one of the members of the Committee should be an early careers member.

If any member fails to attend three ordinary committee meetings in a row, the chair may ask the member to retire.

Any Fellow or Chartered Member of IChemE may stand for selection to the Learned Society Committee. The requirement of Chartered status does not apply to the young member representative.

In terms of gender and geographic location, the LSC should aim to be representative of the section of membership that would be eligible to stand for selection. The Learned Society Committee shall confirm the specific requirements annually ahead of the elections.

Job descriptors for volunteer roles for this committee can be found [here](#).

The Chair may invite guests to join meetings as observers.

While terms of office shall follow the standard guidelines, in the first LSC, one third of members will serve for an initial term of two years, one third for three years and one third for four years.

## Meetings

LSC meetings shall normally be held up to six times a year. Additional meetings may be convened by the VP Learned Society or the Learned Society Director as required.

The quorum necessary for the transaction of business shall be 50%.

## Conduct

All those who volunteer to lead, support or take part in IChemE activity agree to conduct themselves with integrity and respect in accordance with relevant IChemE policies.

## 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 knowledge and experience 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.

Resources (financial or otherwise) will be discussed and agreed through the LSC.

End of ToR – notes

**Change log:**

CFW 27/7/21 Pencilled in required changes to reflect change in relationship with ISC. Removed reference to Comms Panel as that's wrapping up

CFW 5/7/22 Added changes to support a move from direct member election of nine members to all LSC members being chosen based on skills and diversity.