

# Learned Society Committee - Terms of Reference

## Delegated Authority – Scheme of Delegation

	Description	Source(s)	Decisions reserved for Board	Decisions delegated to	Comments
9	Make, amend or revoke Institution Regulations	BL47 BL51	Yes		The Board will seek and consider recommendations from the GC and, where relevant, other Committees of the Board (MQC / MEC / LSC) and Congress.
10	Make and keep current the Code of Professional Conduct, requiring all members to conform to it, and publish Disciplinary Regulations for its enforcement.	BL48	Yes		The Board will seek and consider recommendations from the GC and, where relevant, other Committees of the Board (MQC / MEC / LSC) and Congress.
25	Set up, amend, and dissolve local groups, subject groups and special interest groups.	BL44 BL45	a. Yes b. No	b. MEC / LSC	a. The Board approves the establishment / rules for conduct / financial framework / dissolution of a group where a legal entity is required. b. The MEC approves the creation / closure of a new local group. The LSC approves the creation / closure of a subject group or special interest group.

### Purpose

The Learned Society Committee ('LSC') is responsible to the Board of Trustees (the 'Board') for oversight of the effectiveness of IChemE's activities which -

- Enable sharing of knowledge between members and beyond.
- Encourage and enable members to continually develop their knowledge and skills in the art and science of chemical and process engineering, and allied areas.
- Push forward the impact and understanding of the contribution of chemical and process engineering knowledge to society.

## Duties and responsibilities

The LSC shall ensure appropriate oversight of -

1. The development and effective implementation of the strategy for IChemE's knowledge sharing and wider Learned Society activities, ensuring this complements and helps deliver IChemE's overall strategic direction and goals.
2. The structures and mechanisms by which IChemE supports, enables and encourages members to collaborate, share and support each other in terms of knowledge sharing and development, including but not necessarily limited to Special Interest Groups.
3. The structures and mechanisms in place to ensure that IChemE's Learned Society activities and outputs remain credible and robust, while being increasingly accessible to a wider audience
4. The effectiveness of IChemE's Learned Society activities – including TCE and publications – in engaging all members, being inclusive and reflecting the diversity of members in terms of sector, geography, career stage, gender, demographics etc.
5. The impact of IChemE's knowledge sharing and other Learned Society activities – including TCE and publications – in supporting and continually improving member experience, engagement and diversity in all its forms.

To achieve this, the LSC will -

6. Have sight of and opportunity to input to and comment on the on-going operational plan.
7. Provide constructive challenge, feedback and ideas for improvement to Learned Society staff via the Director of Member Experience , and be updated on progress in implementation of improvements.
8. Support the staff team in encouraging innovation, collaboration, cooperation and sharing of ideas between Special Interest Groups and local Member Groups including, but not limited to, via the Member Communities Forum.
9. Where appropriate, provide feedback on outputs and activities of groups delivering knowledge outputs.
10. Where appropriate, agree business cases for new Special Interest Groups or merger or closure of existing Special Interest Groups.
11. Consider and where appropriate agree proposals for changes to governance of Special Interest Groups.
12. Where appropriate, support the efforts and activities of IChemE in raising the profile and widening awareness of its knowledge development and sharing activities.

Learned Society activity includes (but is not limited to) the following: Knowledge transfer (webinars, publishing (including Journals and TCE), conferences, seminars and events, except those of a commercial nature); bespoke projects that deliver knowledge outputs; Special Interest Groups, and medals.

## Working Groups

The LSC may establish temporary task and finish groups, working with staff, to deliver specific projects as required. Such groups will have a specific brief agreed by the LSC Chair and Director of Member Experience

before formation, timescale and budget.

The membership and Terms of Reference for such groups shall be approved by the Chair of the LSC, in consultation with the Director of Member Experience and appropriate others.

Resource requirements for such activity shall be identified, agreed with the Director of Member Experience and, where appropriate, included within the relevant planning and budgetary cycles.

## Membership

The membership of the LSC shall comprise:

- Chair: VP Learned Society (ex officio)
- Up to twelve members from across the membership grades
- Director of Member Experience (IChemE employee)
- Learned Society Manager (IChemE employee)

The Chair's term shall coincide with their respective term in office as a Trustee. 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 other members of LSC shall be appointed following an open process, with recommendations made by a selection panel to the Nominations Committee for ratification and quality assurance.

The selection panel shall comprise the VP Learned Society, the Director of Member Experience, and two other members of the LSC or other appropriate individuals.

The term for other members of LSC shall normally be three years and may be renewed for a further term of up to three years with the approval of the Nominations Committee. The Nominations Committee may vary the terms of office to ensure an appropriate balance of circulation and continuity of Committee membership.

The selection panel shall ensure that the members of the LSC 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. They shall also actively work to deliver a diverse and representative Committee.

IChemE employees are non-voting members of the Committee.

All LSC members, other than IChemE Employees, are volunteers of the Institution and are expected to adhere to the Volunteer Conduct Principles and must have regard to the policies and procedures set out in the Volunteer Handbook.

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

## Meetings

LSC meetings shall normally be held at least four times a year. Additional meetings may be convened by the LSC Chair as required.

The meetings shall normally be held virtually and shall be scheduled to facilitate the attendance of the Committee's global membership.

Non-committee members may attend part(s) of the meeting with the agreement of the Chair.

Meetings shall be quorate if at least half the members (including the Chair, or person nominated to act as

Chair for the meeting) are in attendance.

### Decisions

When unanimous agreement on an issue cannot be achieved, the Chair can put the matter to a vote. A decision can be taken with the support of a simple majority of those present and voting. If the votes are evenly cast, the Chair may have in addition to their own vote, a further casting vote.

### Record of meetings

A formal record of the proceedings and decisions taken at Committee meetings shall be kept by the LSC secretariat. Committee information such as meeting proceedings and papers shall be considered to be 'Open' in accordance with IChemE's Privacy Designations policy and may be made available in the members' area of IChemE's website and on IChemE Connect where appropriate unless designated as 'Private and Confidential' or 'Reserved'.

The record of proceedings shall include the names of those in attendance, any apologies received, any conflicts of interest declared, and the appointment or removal of any Committee members.

### Reporting responsibilities

The LSC Chair shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities and shall also formally report to the Board on how it has discharged its responsibilities.

The LSC shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

### Other matters

The LSC shall:

- have access to appropriate resources to carry out its duties;
- be provided with, and expected to engage actively in, appropriate training 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 and regulations as appropriate;
- arrange for periodic review of its own performance, and at least annually review the Terms of Reference of the LSC to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Board for approval;
- report major concerns and outputs of audit activity to the Audit & Risk Committee.

Approved by:	Board of Trustees
Approval date:	August 2024
Date of next review:	August 2025
Version control:	V 1.0