

Terms of Reference

Education, Training and Public Engagement

1. Duties

- To foster and support the teaching and learning of molecular biosciences from age 15 upwards 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 for graduate level and above;
- Formal education (post-15) – To support students and teachers with subject-specific and careers-related activities, events and resources;
- Education Policy - In collaboration with the Honorary Policy Secretary and Royal Society of Biology, to provide information and advice to Government, the teaching and funding agencies, the media and all those involved in teaching and careers guidance;
- Public Engagement – To provide opportunities for 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 organisations where appropriate;
- To advise the Executive Committee on appropriate resources and the mechanisms required to realise the educational objectives of the Society.
- To prepare an annual budget for educational activities, for consideration by the Executive Committee.

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) The Honorary Policy Secretary;
 - b) A Deputy Chair to lead the Committee in the Chair's absence.
 - c) Up to ten other members of the Society, appointed by the Executive Committee. The Education, Training and Public Engagement Committee may make its own recommendations for such appointments, which shall be for three years in the first instance, renewable for one further period of three years.

ii. Composition

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

- **HE Training**– Approximately 5 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.

It is possible that Committee members may fulfil more than one of these criteria. In addition to these roles, there should also be representation on the Committee from different career stages, (ideally including at least one early career scientist), with 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.

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 Executive Committee 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 Officer

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 Executive Committee and Education, Training and Public Engagement Committee.