

## Terms of Reference Grants Committee

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### 1. Duties

- To advise on, or determine, such Society grants and bursaries as are referred, or delegated, to it by the Council of Trustees.

### 2. Membership

#### i. Number of Members

The Committee will have seven (7) standard members, including the Grants Committee Chair.

#### ii. Composition

The Committee will be composed as below:

- Grants Committee Chair
- Six (6) members appointed by the Council of Trustees

The positions appointed by the Chair and ratified by the Nominations Panel will carry a term of office of five (5) years.

Any newly-elected members will be announced at the Annual General Meeting (usually in June/July) in line with standard Biochemical Society Election Procedures.

Meetings of the Committee will be attended by members of Biochemical Society staff as appropriate.

#### iii. Conduct

Members are required to adhere to the governance code of conduct, as found in the Biochemical Society Governance Handbook.

### 3. Meetings

#### i. Frequency of meetings

The Grants Committee will meet twice (2) a year, with additional business carried out electronically as far as possible. The Chairperson may convene additional meetings as s/he deems necessary. Attendance via telephone and/or video conferencing services is possible at the discretion of the Chair. For General Travel Grants and Travel Awards for International Skills and Knowledge Exchange, there are 7 annual rounds of grant applications to review remotely. This Committee also reviews applications for Sponsored Seminar Series, Sponsored Event and Carer Grants, Stay Connected Bursaries and International Sponsored Places.

Members who are absent from two meetings in a row may be asked by the Chair to reconsider their availability to serve on the Committee. Members who are absent from three meetings in a row, may be asked by the Chair to resign their position.

#### ii. Quorum

A quorum shall be four (4) members.

### **iii. Agenda and papers**

An agenda, along with documentation/information/reports supporting the items under discussion will be circulated to members of the Committee, by email, a minimum of seven (7) calendar days before a meeting.

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) 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 vote, with each Committee 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. Council of Trustees**

This Committee is required to report to the Council of Trustees, through its related Senior Staff.

## **5. Ownership of Terms of Reference**

These Terms of Reference are owned by the Council of Trustees. Any changes must be ratified by the Council of Trustees prior to implementation.

Last updated: August 2020