

Information for the role of the Conferences Committee Early Careers Representative

Chaired by the Honorary Meetings Secretary, the Conferences Committee sets the policy for the Biochemical Society's scientific events programme and agrees the schedule of Society conferences.

The Early Career Representative should typically be within 10 years of their latest qualification and be willing to represent the views of the early career community within the Committee, and across the Society's strategy, activities, and resources.

Terms of Reference Conferences Committee

Responsibilities

- To oversee a balanced programme of scientific events for the Society. These may include Harden Conferences, Scientific Meetings and, in partnership with Education Committee, training events.
- To ensure the programme of scientific events contributes to and furthers the Society's strategic objectives
- To review the membership, interdisciplinary cohesion and composition (eg. gender, age, breadth of expertise and academic/industrial balance) of the relevant Theme Panels and Research Areas.
- To propose an annual meetings budget for approval by the Council of Trustees.
- To work with other societies, both nationally and internationally, to enhance the value of meetings of the Society.

Membership

- The Chair of the Conferences Committee shall be the Honorary Meetings Secretary of the Society, elected by the membership of the Society for a 5-year term of office. Other members of Conferences Committee shall comprise:
 - Chairs of the three Theme Panels

- One representative from industry
 - One student/early career researcher representative
 - Up to two Members appointed by the Council of Trustees
 - A quorum shall be 3 members.
- Members are required to adhere to the governance code of conduct, as found in the Biochemical Society Governance Handbook.

Attendance at meetings

- The Head of Conferences and Events, together with other representatives from the Conference Office and relevant departments shall attend meetings of the Conferences Committee as observers, other senior staff may attend as required.

Frequency of meetings

- The Conferences Committee will meet at least three times per annum. The Chairperson of the Conferences Committee may convene additional meetings as s/he deems necessary.

Reporting procedures

- The Conferences Committee reports to the Council of Trustees through its Chairperson. Minutes of its meetings will be circulated by the Conference Office.
- 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.

Ownership of Terms of Reference

- These Terms of Reference are owned by the Council of Trustees and Conferences Committee.

June 2019