

## Terms of Reference for Policy Subcommittee

### 1. Constitution and accountability

The Policy Subcommittee (PS) operates under authority delegated to it by the Executive Committee (EC) of the Society and is accountable to that committee.

### 2. Responsibilities

- 2.1. The PS is responsible for ensuring that all matters undertaken in respect to SfAM's position on issues relating to science policy on behalf of the Society are carried out in accordance with the principles set out in the Society's constitution and also comply with guidance from the Charity Commission and Companies House.
- 2.2. The PS has delegated authority from the EC to:
- 2.3. Oversee and monitor any matters relating to relevant issues within science policy, making appropriate recommendations to EC if deficiencies are identified.
- 2.4. Oversee and monitor the impact of the Society's involvement in science policy consultations.
- 2.5. Continually advise EC on the issues within science policy which need to be reflected in Society activities.

### 3. Membership

- 3.1. PS members will be appointed by the PS. The PS membership will normally be up to ten personnel (in addition to staff members). Membership will consist of the following:
  - 3.1.1. The PS Chair who will be selected by the PS, following advertisement, for approval by the Executive Committee. Any member of SfAM may apply for the position of Chair.
  - 3.1.2. The Society's President, will be an ex-officio member. During the period when a Vice-President is in post, the individual will attend the PS as an observer. In addition, in the last year of the General Secretary's term of office if an individual has been nominated to succeed in this role this person will also attend in an observer's capacity.
  - 3.1.3. The Chief Executive and any additional relevant staff member(s).

- 3.1.4. A number of representatives from the Society's membership. These individuals will be appointed by the PS following member- wide advertisement for positions.
- 3.1.5. One position as an Observer of the PS will be reserved for the Chair of the Science Programmes Committee.
- 3.1.6. At least one position in the PS will be reserved for an Early Career Scientist (ECS) Committee representative, who will be determined by the ECS Committee.
- 3.2. The composition of the PS will be reviewed annually and the term of office for non-ex-officio members will normally be three years.
- 3.3. PS members may re-apply for a position on the PS for one additional term of three years, after which a one-year break is required.
- 3.4. Members may resign at any time upon giving notice to the Chair in writing. Membership will lapse if a member fails to attend three consecutive meetings. Steps will be taken to fill such incidental vacancies if appropriate.
- 3.5. A quorum will be five members, not including ex-officio members.
- 3.6. Members must inform the PS if they have a personal interest in any matter to be discussed. The Chair will decide whether the interest disqualifies the individual from any discussion of the matter.
- 3.7. Any individual associated with a particular policy issue may attend the Policy Subcommittee as an observer. To be associated with a particular issue, an individual may belong to a collaborating organisation, or hold specific expertise not otherwise held within the PS. This individual need not be a member of the Society. Once SfAM's contribution to formation of a particular policy is completed, this observer will no longer attend PS meetings.

#### **4. Operational Activities**

- 4.1. The group will ensure that the Society is acting proactively to influence policy where relevant.
- 4.2. The group will ensure that the Society holds a position on all relevant science policy issues and that this position is disseminated to all relevant stakeholder groups.
- 4.3. The group will ensure the Society is reacting to, and commenting on, all relevant government consultations.

- 4.4. The group will provide advice and recommendations to the EC concerning matters related to science policy.
- 4.5. Each member of the group will be aware of their responsibility and its corresponding time commitment prior to undertaking the role.

## **5. Administration**

- 5.1. The group will meet at least three times a year.
- 5.2. All meetings will have an agenda and minutes will be produced and distributed accordingly.
- 5.3. Copies of all agenda, minutes and reports will be stored in the Society's files.
- 5.4. Any reports for discussion will normally be circulated at least seven days prior to the meeting.
- 5.5. If a member of the PS would like to raise an issue or question anything after reading the reports from any forthcoming meeting, they must contact the chairperson at least 48 hours before the meeting to raise their concern, to allow the Chair time to consider a response. Otherwise the item will not be dealt with at the meeting. In this case the Chair has the prerogative to ask for further time to respond to any issues raised in this manner.
- 5.6. Decisions agreed at the meeting and minuted will not be reversed unless there is a suitable reason to do so.
- 5.7. On occasion where a member is not able to attend a meeting, apologies should normally be sent to the Chair at least 48 hours before the meeting.