

ASE OPERATING PROCEDURES

Updated September 2024

The ASE is established by a Royal Charter and accompanying By-Laws . This document (the Operating Procedures) along with the Association's Charter, Bylaws, Rules and policies govern the organisation and helps to ensure effective day to day operations. Changes to this document are made with the agreement of ASE's Trustee Body and Quality and Audit Committee.

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2. INTRODUCTION

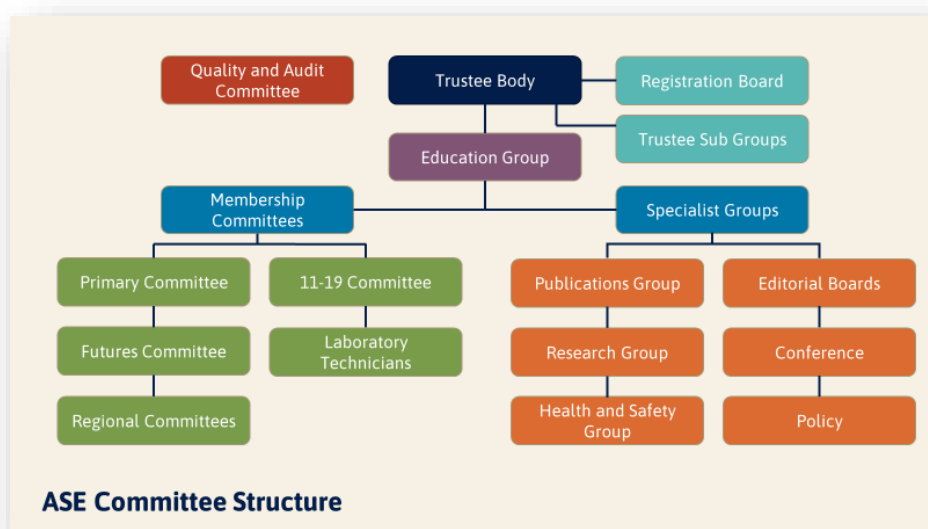
The Association for Science Education was granted a Royal Charter on 13th October 2004 and is governed by the Royal Charter and Bylaws. The Royal Charter sets out the charitable objectives and purpose of the Association as well as its governing body (the Council otherwise known as the Trustee Body) and requirement to hold an Annual General Meeting. The Bylaws establish the Association as a charity, the Registration Board, the Quality and Audit (Q&A) Committee, make provision for a CEO, and establish the Rules, which can be altered by the AGM from time to time. These operating procedures endeavour to bring together these documents and, along with the Charter, Bylaws, Rules and Policies of the Association outline the operational governance of the charity. The Charter, Bylaws and Rules can be found [online](#).

The governance of the Association is the responsibility of ASE's Trustee Body¹. The composition of this body and its mode of working are set out in Section 3 of this document². A Chair is elected from among the members of the Trustee Body. All decisions are the collective responsibility of the Trustee Body.

Matters relating to science education are discussed by the Education Group³ of the Association (see Section 4), which is led by the Chair of the Association who holds that post for a one-year term. The Chair of the Association is a figurehead, speaking for and representing the Association on matters of science education. The Chair is supported in all actions by the Immediate Past-Chair and the Chair-Elect forming the Chair Trio.

The operations of the Association are the responsibility of the CEO, who attends the meetings of the Trustee Body, the Q&A Committee and the Education Group.

A diagram of the governance structure is provided as Figure 1 below and Election Cycle attached as [Appendix E](#).



**FIGURE 1:
STRUCTURE OF
THE ASE**

¹ As established under Para 12 of the Charter

² In accordance with Rule 16

³ As established under Rule 21

3. TRUSTEE BODY

The Trustee Body (formerly known as the Council of the Association) is established by virtue of the Charter⁴. In accordance with powers granted by the Charter, the governance of the Trustee Body is set out in the Rules of the Association and these Operating Procedures.

Composition of Trustee Body

All members of the Trustee Body are also the Trustees of the Charity. The Trustee Body shall consist of:

- 3 members elected from the membership by direct vote.
- 3 members elected from the Education Group of the Association.
- 4 further members appointed by the Trustee Body⁵.
- The Chair or Co-Chairs of the Association. This position may be delegated to the Immediate Past-Chair of the Association if the Chair/Co-Chairs are unable (i.e. due to time commitments) to fulfil both their duties as Chair and as Trustee during the same year.

A Trustee is nominated annually to represent the Trustee Body on the Q&A Committee.

A Chair of Trustees and a Vice-Chair shall be elected from and by the members of the Trustee Body.

A Treasurer will also be elected.

Terms of Office of Trustees

Elected and appointed representatives shall serve on the Trustee Body for a period of three years, renewed by re-appointment not more than once in immediate succession (i.e. Trustees may serve a maximum of 6 years consecutively), the exception being if the Chair of Trustees is appointed Chair in their final year in office, in which case they may serve a further three years. One full year must intervene before any subsequent re-election.

The position occupied by the Chair of the Association, which may be delegated to the Immediate Past-Chair, does not preclude the Chair continuing to serve on the Trustee Body for one further year as Immediate Past-Chair.

The Term of Office for the Chair of Trustees shall be three years, to be confirmed annually.

The Vice-Chair is elected at the first meeting of the Trustee Body in September each year.

The Treasurer will hold office for a period no longer than their remaining period of office (including possible re-election) as a member of the Trustee Body.⁶

Appointments to the Trustee Body

Elections from the membership (max 3 members): Members who wish to apply for a vacancy on the Trustee Body must have been a member for a period of three consecutive years⁷. Those eligible may apply online via an application form. In the event that more applications are received than vacancies, the membership body will be invited to vote on their preferred candidates.

⁴ Clause 12 of the Royal Charter

⁵ Para 16 of ASE Rules

⁶ Para 14c of the ASE Rules

⁷ Para 9 of the ASE Rules

Appointments from the Education Group (max 3 members): Members drawn from the Education Group must be approved by the Chair Trio. It is permissible for members of the Chair Trio to represent/fill Education Group appointments.

Appointments by the Trustee Body (max 4 members): The Trustee Body may appoint a further four members to the Trustee Body. Appointments should seek to reflect the broad range of skills and experiences needed to ensure that the Trustee Body carries out its roles and responsibilities effectively. A skills audit should be conducted at least every two years to inform these appointments. ASE members or non-members may fill the places. It is expected that, should a non-member be appointed to the Trustee Body, they would join the Association upon appointment.

Observers on the Trustee Body

A representative (any member including the Chair, but not including the Trustee representative) from the Quality and Audit Committee will attend the Trustee Body and may take part in discussions, but they will not be a Trustee and will not have voting rights.

The Chair-Elect and Immediate Past-Chair of the Association may be in attendance at meetings of the Trustee Body and may participate in Trustee Body discussions both at and between meetings. Unless they are on the Body as appointments from Education Group, they shall not have voting rights.

The CEO shall be in attendance at Trustee Body meetings, supported by other members of the staff of the Association as necessary, but shall not have voting rights.

Any further observers are to be invited at the discretion of the Chair of the Trustee Body, taking views from the rest of the Trustee Body. The intention when forming this Trustee Body was that it would be a small body, able to act decisively and efficiently, so the presence of too many observers is to be discouraged.

Trustee induction, training and development

Members of the Trustee Body, as Trustees of the Association, must request training if they feel that it is required. The Trustee Body will also identify where skills gaps exist as a result of the annual skills audit and can recommend both individual and group training if this is considered necessary. Trustees should also ensure that they have read the [Charity Governance Code](#) (available through the Charity Commission or NCVO websites) and have familiarised themselves with ASE's entry in the register of charities for [England](#) and for [Scotland](#). In advance of their first meeting of the Trustee Body, new Trustees will have met the CEO and current Chair of Trustees for a detailed briefing. An induction pack containing the most recent Annual Report, [links to ASE policies](#) and a copy of the Professional Code of Conduct will also have been sent to new Trustees. At the first Trustee Body meeting of the year (September), they will become familiar with the general reporting requirements of the charity. Specific training needs, common to all Trustees, may be addressed by inviting an external trainer to attend the September meeting.

Responsibilities of the Trustee Body including the Chair of Trustees

The Trustee Body is charged with the effective "direction and management" of the Association by the Charter. Trustees have overall responsibility for the strategic direction, operational effectiveness, financial controls and good governance of the charity.

Strategic

The overarching responsibility of the Trustee Body is to ensure that the Association has a meaningful and realistic strategy to achieve its vision and mission. The Trustee Body must ensure that an effective and workable Strategic Plan is in place and that there is an

established process to refresh it regularly. The Trustee Body should be aware of the success criteria in the Strategic Plan and should seek to receive evidence that progress is being made towards these measures.

Risk management

The Trustee Body is responsible for risk management of the Association and maintains a Risk Register to help prepare for, mitigate and manage risk. The Risk Register includes information on the types of risk, likelihood of occurring, impact of that risk and measures that have been or should be put in place to mitigate that risk. It should be reviewed regularly at Trustee meetings.

Fiduciary

Trustees are responsible for the careful monitoring of the finances of the Association, ensuring that reporting to the Charity Commission and OSCR is completed effectively and that the members are informed by means of the AGM as to the progress of the charity. All Trustees are collectively responsible for these aspects, although the Treasurer will take the lead in engaging with the CEO and Director of Finance and Operations and reporting to the Trustee Body on these. The Treasurer will also deliver the report to the Annual General Meeting on the Association's finances, following agreement with the Auditor and with the other Trustees.

Good governance

In carrying out its responsibilities, the Trustee Body aligns itself with the [Charity Governance Code](#) – a practical tool that helps charities and trustees to develop high standards of governance. The Trustee Body is responsible for maintaining relevant policies and procedures to ensure that it operates effectively and in line with good practice. In line with Charity Commission requirements, the Trustee Body oversees the production of an Annual Report, which sets out an assessment of what it has done during the year. The report should include the year's accounts for the charity.

Other issues

These are the issues that arise from time to time on which the Trustee Body needs to make decisions or receive information. The Trustee Body may delegate actions to staff, the Education Group or to other membership structures, or it may create a working group to investigate and report back on a particular issue.

Meetings of the Trustee Body

The Trustee Body is scheduled to meet up to four times per year – usually in September, November/December, March and July. Meetings may take place online or face-to-face. Trustees may meet online between scheduled meetings for matters that need discussion or decisions between meetings.

The September meeting usually takes place in person to enable new Trustees to meet those already in place. It should include some training, a plan for the year ahead, and any elections or appointments not yet finalised.

Agenda and papers should be circulated to the Trustee Body at least seven days before the meeting. The agenda is drawn up by the CEO in consultation with the Chair of the Trustee Body. The CEO acts as Secretariat to the Trustee Body. A copy of the Agenda and Papers is circulated to the members of the Quality and Audit Committee for information.

Conduct of Trustee Body meetings

Trustee Body meetings have a quorum of five members⁸. If for any reason quorum is not achieved, all decisions and actions must be deferred to a quorate meeting of the Trustee Body, which should be assembled either face-to-face or online, as soon as possible after the inquorate meeting.

A record of attendance at Trustee Body meetings will be kept and Trustees will be challenged if their attendance is low.

During the meetings, business will be carried out with courtesy and decisions made using appropriate means. In some cases, a show of hands will be sufficient, with the majority carrying the decision dependent on the quorum (of five members) being achieved. In the case of a vote in this manner, should there be an equal number of votes for and against, the Chair has a casting vote, regardless of whether or not they have previously voted⁹. In other cases, the process of Consensus Decision Making should be adhered to in order to better explore the objections of individuals to the proposal. This process may be used at the instigation of the Chair or the request of any member of the Trustee Body.

When a decision has been made, or a position taken or action proposed using these means, it becomes the collective position and responsibility of all members of the Trustee Body, whether or not they voted in favour of the action.

Reserved business

When particularly sensitive matters are to be discussed by the Trustee Body, the Chair may declare an item to be Reserved Business, using the following protocol:

- During Reserved Business, members of staff, except for the CEO, will withdraw, as will any members of the Trustee Body or observers with a conflict of interest.
- The Minutes of the Trustee Body meeting will record that Reserved Business was transacted, indicating the general topic(s) of discussion and the names of those present.
- The Vice-Chair of the Trustee Body will be responsible for making a record of the proceedings of Reserved Business.
- At the following meeting of the Trustee Body, the record as made by the Vice-Chair will be passed to members of the Trustee Body to sign in agreement that it is a true record.
- If the record is challenged, the Trustee Body will go into Reserved Business to resolve the matter using the Consensus Decision Making guidelines.

The record, once agreed, will be kept securely only by the CEO in a confidential file and will not be published as part of the Minutes of the meeting to preserve confidence.

Trustee Body minutes

The CEO acts as Secretariat to the meeting and will take the minutes. After the meeting, the minutes are written up, along with a list of actions with assigned leads, and are sent to the Chair of Trustees for amendments/approval within one week.

Draft minutes (as approved by the Chair of Trustees) are circulated to all members of the Trustee Body and the Quality and Audit Committee.

⁸ Rule 20

⁹ Rule 19

All Trustee Body members read minutes and commence actions where assigned. Actions assigned to staff are commenced at this point also.

Any inaccuracies noted by Trustee Body members should be notified to the CEO and other Trustee Body members.

At the following Trustee Body meeting, minutes are formally approved as an accurate record. Approved minutes are kept online and in hard copy at ASE.

Development of a Strategic Plan

In consultation with the Chair Trio and with input from the Education Group and other Committees, the CEO will produce three-year strategic plans. A Business Plan for each year will be developed by the CEO for the benefit of the Trustee Body, outlining the specific parts of the Strategic Plan to be addressed within the year, and the budget allocated to do this work.

The Trustee Body should look critically at the Strategic Plan annually.

The CEO will produce RAG reports for the Trustee Body, which report progress against the targets in the Strategic Plan.

Formation of 'Task and Finish' Working Groups

From time to time, the Trustee Body may find the formation of Working Groups a useful strategy to deal with immediate requirements. Working Groups (as distinct from Operational Groups) should have the following features – they should:

- Be set up for a clearly stated purpose;
- Work to clearly defined objectives;
- Comprise appropriate members of the Trustee Body along with agreed co-optees;
- Have fixed report-back and completion dates; and
- Be given an expected timescale.

4. QUALITY AND AUDIT COMMITTEE

Purpose

The Quality and Audit Committee is constituted in the Bylaws independently of the Trustee Body¹⁰. For precise detail of its constitution, please refer to the Bylaws. A summary of its purpose, responsibilities and composition is outlined below.

Purpose

The purpose of the Quality and Audit Committee is to monitor the Trustee Body's management of the Association's resources and to report accordingly to the members in a General Meeting. Para 2 of the Bylaw states that the Quality and Audit Committee has the power to require any information from the Trustee Body, staff and officers as it considers necessary.

From time to time the Quality and Audit Committee may review its remit. Any review must be presented to the members of the Association for their approval at the Annual General Meeting and must be consistent with the parameters set for the Committee in the Bylaws and Rules of the Association.

¹⁰ As established under Para 2 of ByLaws

Responsibilities

In order to carry out its duty as established by the Bylaws of the Association, the Quality and Audit Committee has outlined the following areas as priorities:

- discussion/agreement with the CEO on the operation of management systems within the Association;
- ensuring that the activities of the Association are operating with appropriate resources;
- reviewing risk management procedures established within the Association;
- considering the findings of any reviews initiated by the Committee and agreeing recommendations in the light of the findings; and
- overseeing the Association's policy on fraud and irregularity.

In fulfilling its duties, the Committee will each year identify areas of Association activity/business that it would wish to address/investigate. Where such areas are identified, these will be shared with the Trustee Body and CEO.

Composition

Exact wording on compositions can be found in the Bylaws¹¹: in summary, the Committee comprises:

- between 3 and 5 members of the Association voted for by the membership;
- one Trustee representative nominated by the Trustee Body; and
- Up to two co-optees appointed by the Quality and Audit Committee itself, who may serve on the Committee for that year (these do not necessarily have to be members but could include those with relevant expertise. Co-opted members do not have voting rights).

The CEO will normally attend meetings of the Committee. In discussion with the Committee Chair, other members of staff may accompany the CEO.

Recruitment and Terms of Office

The procedure currently adopted for the election to the Quality and Audit Committee is set out below and aligns with appointments to ASE Committees and Specialist Groups:

- In the event of a vacancy occurring, the call for nominations is announced in March on the website, in the e-newsletter. This is instigated by the Chair of the Quality and Audit Committee.
- The nomination form will be made available on the website and should be completed online.
- Deadline for nominations is May 31st.
- Where nominations exceed vacancies, the membership body will be invited to vote on their preferred candidates.
- The period of office shall normally be 3 years commencing on 1st August and renewable twice – therefore the maximum term of office will be 9 years.
- Membership of those elected will be confirmed at the next AGM, which will take place in March of the following year.

¹¹ Para 3 of the Bylaws

- Members of the Quality and Audit Committee upon appointment must sign a written declaration that they accept that office and are willing so to act in accordance with the Rules at a General Meeting of the Association.

Conduct of meetings

- Meetings shall normally be held three times per year and may be held online; additional meetings shall be held by agreement of members of the Committee.
- A quorum is three members (excluding co-opted members).
- Decisions are determined by a majority of the members present. In case of equality of votes, the Chair of the meeting shall have a casting vote, whether or not the Chair has previously voted on the same question.

Authority

The Committee is empowered to investigate/review any activity of the Association as it relates to the management of the Association's resources and is in the interests of ensuring quality within the operations of the Association.

The Committee should receive from the CEO any information that it requires to fulfil its duties. It can obtain legal or independent professional advice if it is considered necessary. However, if this were to result in direct expenditure, prior approval it must be agreed with the CEO/Hon. Treasurer.

The Committee will review and report on the effectiveness (or otherwise) of the operational systems within the Association, including, if thought appropriate, the audit procedures associated with the draft annual report and accounts. The Committee should confirm the effectiveness (or otherwise) of control systems and comment on these in its annual report to members.

Reporting

Minutes of meetings of the Committee will be circulated to the CEO and to members of the Trustee Body with the papers for their next meeting. Minutes are available to members of the Association on request.

The Committee will prepare an annual report of its activities, and this will be presented by the Chair or member of the Committee to the Annual General Meeting (AGM) of the Association, which takes place in March.

5. EDUCATION GROUP

In accordance with the Rules of the Charity, the Education Group of the Association (formerly known as the Assembly) comprises representatives of the regions, the wider membership, special interest groups, and one nominated Trustee and is chaired by the Association Chair.

The Education Group is the main forum for discussion of issues in science education; members of the Education Group are the voice of our community of membership and play a key role in the development and implementation of the activities of the Association.

The Education Group meets regularly to discuss means of promoting excellence in science education and to facilitate communication between members¹². The Standard Clauses and Terms of Reference for the Education Group are agreed jointly by the Education Group and the Trustee Body and can be found in [Appendix A](#).

6. REGISTRATION BOARD

The Registration Board is established under Para 9 of the Bylaws and Rule 47 and “shall comprise members of the Association who shall represent as far as possible all levels of and subjects within science teaching”. The Board usually meets twice a year, but may meet more often online if required, and recommends to the Trustee Body the development and application of criteria for admission to the Registration and the acceptance or rejection of those applying to be on the Registers.

The Association shall appoint a Disciplinary Committee to hear, at the request of the Registration Board, evidence of complaints against Registrants and any explanations given by such Registrants and shall then make recommendations to the Board.

The Disciplinary Committee shall comprise members of the Association who are not members of the Registration Board. The Association may also appoint two independent (non-Association) members. It may further appoint a legal adviser to give advice in respect of law and procedure but who shall not have a vote on the decisions about the cases under consideration.

Applications and all associated documents are available on the ASE website.

The Registration Board Membership

The ASE Trustee Body will appoint annually a Registration Board comprising:

- A Chair, who will be appointed by the Trustee Body, not necessarily a Trustee/Trustee Body member (non-voting member);
- Members, to include Trustees/members of the Trustee Body (voting members) and members with CSciTeach accreditation; and
- Advisers may be appointed by the Registration Board, who will preferably have CSciTeach status or have worked with the Board, for example as an external assessor. They will form part of an Assessment Panel.

In addition, external assessors will be appointed to support the work of the Registration Board.

The work of the Registration Board will be supported by the Registrar, who is clerk to the Board.

7. MEMBERSHIP COMMITTEES AND SPECIALIST GROUPS

The Trustee Body may appoint committees and working groups for special purposes, which consist of members¹³. Membership Committees provide a voice for that community of membership, as well as expertise and insights that help to inform ASE’s activities, priorities

¹² Rule 21

¹³ Rule 22

and policy positions. The Trustee Body has approved the establishment of the following membership committees:

- Primary
- 11-19
- Teacher Developers' (Teacher educators and Consultants)
- Technicians

The Trustee Body (and, in the case of the Registration Board, the Bylaws) has also approved the establishment of Specialist Groups that support the operational activity of the Association. Specialist Groups have expert knowledge of specific areas of science education. The following operational groups are currently in existence:

- Health and Safety
- Publications
- Research
- Editorial Boards for SSR, Primary Science
- Policy (as of January 2024)
- Annual Conference (as of January 2024)

Terms of Reference and Standard Clauses for all committees and groups can be found in [Appendix A](#).

Governance of Committees and Specialist Groups

Trustees, in consultation with the Education Group, committees and Specialist Groups, have drawn up standard clauses that apply to all of the above membership committees and Specialist Groups. Standard clauses govern appointments, terms of office, elections of chairs, the removal of members, responsibilities of and expenses for all members of committees and Specialist Groups. For clarity and ease, standard clauses also apply to the Education Group.

Terms of Reference for all committees and groups are informed by the committees and groups themselves and are approved by the Trustee Body¹⁴. The Terms of Reference are reviewed and re-approved every two years by the committee/group and Trustee Body.

The Terms of Reference are attached as [Appendix A](#) and may also be found on the webpage for each committee.

8. EDITORIAL BOARDS

In order to support and advise the editor, each journal will have an Editorial Board. The following Editorial Boards will be in place, subject to any review of journal provision:

- School Science Review Editorial Board
- Primary Science Editorial Board
- The Journal of Emergent Science Editorial Team

The Trustee Body decides on the number and nature of journals in line with budgetary decisions and the changing demands of members.

Terms of Reference for the Editorial Boards can be found in [Appendix A](#).

¹⁴ Rule 23(a) and 23 (b)

9. ASE'S REGIONS AND DEVOLVED NATIONS

Rule 36 states that regions of the Association shall promote the objectives of the Association through links with schools, universities, higher education institutions and local authorities, by promoting closer contact with science teachers and technicians, providing activities in addition to the Annual Conference and establishing sections or special interest groups. Members may belong to any one region¹⁵. Trustees have the power by resolution to alter the regions¹⁶. No region is permitted to take any action with regards to any outside body or publish any matter concerning the Association without the approval of the Trustee Body¹⁷. Each region should send a report of its activities to the CEO by 31st August each year¹⁸.

The Events and Regional Outreach Officer shall support the activity of the regions – along with other staff including the Communications, Policy and Professional Development teams

Devolved nations

ASE seeks to ensure that the devolved nations are represented on national committees as far as possible. The ASE also has committees in Wales, Scotland and Northern Ireland who oversee events, CPD, activities and advocacy in these areas supported by the ASE team.

10. REMUNERATION COMMITTEE: TERMS OF REFERENCE

Constitution

The Remuneration Committee supports the Trustee Body in carrying out their responsibilities on issues relating to the performance and remuneration of the CEO and on the remuneration of staff of the Association.

Membership

Members of the Remuneration Committee shall be appointed by the Trustees. The Committee should include:

- The Chair of Trustees (they may nominate a deputy from the Trustees);
- The Treasurer (or nominated deputy from the Trustee Body);
- The Chair of the Quality and Audit Committee (or nominated member from the Quality and Audit Committee); and
- One additional Trustee member nominated by the Chair of the Trustee Body.

A quorum of 3 members is required.

The Chair of Trustees (or their deputy) should chair the Committee. In the absence of the Committee Chair, the remaining members will elect a chair for the meeting.

Financial information will be provided by the Director of Finance and Operations. The CEO will be present at the meeting but not when their pay is under discussion.

The Committee shall meet at least once a year and at such other times as the Chair of the Committee shall require.

¹⁵ Rule 37

¹⁶ Rule 39

¹⁷ Rule 40

¹⁸ Rule 41

Minutes of meetings

The Director of Finance shall arrange for a record of proceedings and resolutions of Committee meetings, including the names of those present and in attendance, to be made.

Minutes of the Committee shall be held as a 'Confidential' record.

Reporting to the Trustee Body

- The Chair of the Committee shall provide a report of each meeting to the Trustees.
- The Committee shall be responsible for making recommendations to the Trustee Body

11. HONORARY OFFICERS

The Chair Trio

The Chair Trio comprises the Chair of the Association, the Chair-Elect and Immediate Past-Chair of the Association¹⁹.

The position of any of the Chair Trio may be held by two individuals as Co-Chairs. This can benefit the Association in numerous ways: broadening perspectives, geographical reach and availability, as well as shared workload and ensuring that the burden on individuals is not overly onerous. However, the Co-Chairs must work together and divide workload and representation to ensure that the Association is not covering the cost of more than the equivalent of one individual in any one position.

Chair of the Association Responsibilities²⁰:

- To chair the Education Group of the Association and, in conjunction with the rest of the Chair Trio and the CEO, develop its activity;
- To represent the Association on appropriate bodies and at appropriate events related to science education;
- To develop and promote key Association initiatives;
- To make contact with the regions of the Association and lead an annual Regional Officers' meeting;
- To contribute to the development and review of the Association's strategy;
- To act as a Trustee of the Association, alongside the Immediate Past-Chair of the Association;
- To be part of the Chair Trio group and work with the CEO to co-ordinate the work of committees, Editorial Boards, Specialist Groups and regions with the Education Group under the aegis of the ASE Strategic Plan; and
- To attend and act as a figurehead at the Annual Conference and represent the ASE at key events and receptions.

Period of office:

One year commencing on 1st August in the year following election as Chair-Elect. To be followed by one year as Immediate Past-Chair.

¹⁹ In accordance with Rule 13c and Rule 14a

²⁰ In accordance with Rule 15

Selection procedure:

Automatic assumption of office from position as Chair-Elect.

Responsible to:

The Trustee Body and the Education Group.

Likely commitment:

- Attendance at the meetings identified above.
- Frequent meetings with the CEO and other members of the senior management team for planning and support.
- Flexibility to participate in a significant number of events throughout the UK and abroad, sometimes at short notice.

Special conditions:

Requires commitment of the order of at least three days per month, including preparation for the three Education Group meetings per year.

The Association is committed to allowing all members to have equal opportunity to be nominated for the post of Chair of the Association. Therefore, if payment is necessary to an employer in order to cover the cost of releasing members from their place of work should the commitment arise on a workday, ASE will consider this within the limits of the annual budget. However, no positions on the Trustee Body or the Education Group are remunerated.

Chair-Elect of the Association**Responsibilities:**

- To represent the Association as requested by the Chair of the Association;
- To take a significant role in running the Education Group of the Association;
- To promote key initiatives that will continue during the year as Chair of the Association;
- To have the option of working as a Trustee representing the Education Group;
- To make contact with a number of regions of the Association in co-ordination with other members of the Chair Trio;
- To prepare for the subsequent year as Chair of the Association;
- To be part of the Chair Trio and work with the CEO in co-ordinating the work of committees, Editorial Boards, Specialist Groups and regions with the Education Group under the aegis of the ASE Strategic Plan; and
- To attend the Annual Conference and represent the ASE at key events and receptions.

Period of office:

One year commencing on 1st August in the year of election.

This to be followed by one year as Chair of the Association and one year as Past Chair.

Selection procedure:

Election by ballot of the members or, where only one application is received, that applicant's information will be shared on the website and members invited to provide comments on or objections to the applicant.

Responsible to:

The Trustee Body and the Education Group.

Likely commitment:

Attendance at meetings identified under the specific tasks given above, plus visits to a number of regions and involvement in occasional events. The commitment is likely to be at a lower level than that of Chair of the Association.

Immediate past-chair of the association**Responsibilities:**

- To represent the Association at appropriate events as requested by the Chair of the Association;
- The opportunity to take a position on the Trustee Body of the Association alongside the Chair of the Association;
- To take a significant role in running the Education Group of the Association;
- To make contact with the regions of the Association in co-ordination with other members of the Chair Trio;
- To continue with the promotion of one or more key Association initiatives that were developing during the previous year; and
- To be part of the Chair Trio and work with the CEO in co-ordinating the work of committees, Editorial Boards, Specialist Groups and regions with the Education Group under the aegis of the ASE Strategic Plan.

Specific tasks:

- To attend the Annual Conference and represent ASE at specific events.
- To monitor the working of the Education Group with a view to recommending improvements.

Period of office:

One year commencing on 1st August in the year following office as Association Chair.

Selection procedure:

Automatic assumption of office from position as Association Chair.

Responsible to:

The Trustee Body and the Education Group.

Likely commitment:

Attendance at meetings identified above, plus involvement in a number of occasional events.

Commitment is likely to be at a lower level than that of Chair of the Association.

Honorary Annual Conference Secretary

The Conference Organising Group will be chaired by the Conference Secretary. This role is an honorary appointment, unpaid, with all expenses reimbursed.

The criteria for the appointment are as follows:

- Open to any member of the Association;
- Will suit someone who has attended several ASE Annual Conferences and has perhaps been involved in the organisation of these at region level;
- The main purpose of the post is to monitor and find ways of enhancing the quality of members' experience at the Annual Conference;

- Involves travelling to future venues of the Conference, liaising with Region Committees, and working alongside Annual Conference staff; and
- Has a five-year period of office.

This post can be applied for by emailing info@ase.org.uk and a decision on the candidate made by the Trustees.

The post is advertised early in the year so that the new postholder can work alongside the outgoing postholder for at least 6 months.

12. RECOGNITION FOR SPECIAL MEMBERS

There are three types of awards:

- Honorary Membership
- Region Honorary Membership
- Special Service Award

Honorary Membership

The Association recognises particular contributions and achievement in a number of ways. Honorary Membership of the Association is awarded annually to a handful of people who have made significant and lifelong contributions to both ASE and to science education on a national and international stage.

Any person shall be eligible for admission as an Honorary Member, but Honorary Members shall be admitted only at the Annual General Meeting (AGM) of the Association on the nomination of the Trustee Body.

In the spring or early summer of each year, Region Committees are asked to place Honorary Membership on the agenda of an appropriate committee meeting. If they have a possible candidate, they are asked to use the criteria below to consider whether Honorary Membership of the region is more appropriate before they ask the Trustee Body to put a nomination to the Annual General Meeting. Nominations are due on 1st November each year, to be considered by the Quality and Audit Committee and subsequently by second meeting of the Trustee Body (November) and put before the AGM the following March/April.

Following approval at Trustee Body 2, the CEO will invite the prospective Honorary Member to the Annual Conference for presentation, citations to be prepared for the AGM and Annual Conference and subsequently published in on the ASE website.

Successful nominees will be offered free lifetime membership of ASE, a certificate and an appropriate publication, e.g. *50 Years of ASE*, or a small gift, budget allowing (e.g. a pen or badge).

Criteria for Honorary Membership of the Association

The Association elects a very small number of its own members to Honorary Membership. It is usual for such members to be approaching retirement and to have given outstanding service in at least two of the designated areas.

It has always been intended that being admitted to Honorary Membership should be a real distinction and, as such, it is not enough for a member to have given outstanding service in just one of the three named areas; service must be outstanding in at least two of the following:

- National affairs of the Association;

- Regional affairs of the Association; and
- Science education in general.

Region Honorary Membership

Region Honorary Membership is put in place for one year only and the funds to cover the award are taken from the region's own account. These can be awarded at any time during the year and such awards should be notified to ASE within one month of the award being made, although regions should consider whether being awarded a Special Service Award instead would suffice.

Criteria for Honorary Membership of a Region

These mirror those for Honorary Membership of the Association, i.e. it is usual for such members to be approaching retirement and to have given outstanding service in at least two of the following areas:

- Regional affairs of that region;
- Section affairs of a section within that region; and
- Science education within that region.

Special Service Award

The Special Service Award is designed to recognise the contributions, mainly voluntary, by the many 'active' members who work tirelessly behind the scenes to keep the ASE network of committees, events, publications and meetings moving forward.

Nominations are due by 1st November each year, to be considered by the Chair Trio and recognised at the Members' Reception at the Annual Conference the following January with a certificate and small gift such as a pen.

Immediate Past-Chairs automatically qualify for this award without having been nominated.

Nomination forms for all the above are available on the website.

13. COLLABORATION AND ENGAGEMENT BETWEEN BOARD, COMMITTEES/GROUPS AND THE STAFF TEAM

It is imperative that there is collaboration and linkages across the three bodies of members that broadly form the Association: the Trustee Body, the committees/groups and the staff team.



FIGURE 2: INTERACTION AND OVERLAP BETWEEN FUNCTIONS

Trustee Body interactions with staff

The main contact between the Trustee Body and staff is through the CEO, who reports Trustee Body activity to staff at regular staff meetings. The CEO is present at all meetings of the Trustee Body, whether face-to-face or online, and takes minutes of the meeting. Minutes are in the archive of the Association. The Trustee Body may request the presence of other members of staff at their meetings, but must give adequate notice through the CEO. Members of the Trustee Body will make efforts to get to know members of staff and to familiarise themselves with staff responsibilities. To this end, Trustees are invited to attend two of the staff meetings each year. An organogram of current roles is attached as [Appendix D](#).

Education Group interactions with staff

The main contact between the Education Group and staff is between the Chair Trio, who will decide on the format and content of Education Group meetings in partnership with the CEO. The CEO will normally be present at all meetings of Education Group, supported by other members of staff as requested by the Chair Trio, giving adequate notice through the CEO. The CEO takes minutes of the meeting. Minutes are lodged in the archive of the Association.

Staff and the Membership Committees

Each committee is allocated a team member who will support that committee. See [Appendix B](#) for a guide on Secretariat Support to Committees. It is important to note that the member of staff is there to support committee proceedings – i.e. to ensure that agendas and minutes are drawn up and circulated. They are not at the behest of the committee or group for all activities or outputs agreed by the committee. The committees should, wherever possible, identify a volunteer from within the committee or group to progress activities and decisions. Staff members responsible for such areas as events, journals, policy, professional development and finance should still be contacted directly for queries that relate specifically to those matters. An organogram is attached as [Appendix D](#) for information.

14. ANNUAL GENERAL MEETING

An Annual General Meeting of the Members of the Association²¹ shall be held to conduct the following business:

- a) To receive apologies for absence;
- b) Minutes of the previous Annual General Meeting;
- c) Presentation by the CEO;
- d) To receive and consider the Annual Report of the Trustee Body;
- e) To receive and consider the Annual Financial Statements;
- f) To confirm the appointment of the Auditor/Auditors for the ensuing year;
- g) To receive a report from the Quality and Audit Committee;
- h) To confirm the election of Honorary Members to the Association;
- i) To confirm the election of members of the Quality and Audit Committee;
- j) To vote on any proposed changes to the Rules of the Association; and
- k) To transact any other business which can be considered by the Meeting in accordance with these Rules.

Creating the Annual Report and Accounts

The Annual Report on activity is part of ASE's requirement to report under our charitable status. It includes a summary statement of financial activity, which is compiled by ASE staff and externally audited. In addition to this, the report on activity must be compiled to accurately reflect the totality of activity by the members and staff of the Association. The CEO will compile the Annual Report on behalf of the Trustee Body, with input from staff, committees, Editorial Boards and Specialist Groups.

Each Region Committee and Devolved Nation should summarise their activity during the year and submit a brief report to the CEO. This should be received by 31st August.

The Chair of the Association will write an introduction to the Annual Report, reflecting on their year in office.

The Treasurer will write a report that is subsequently discussed at the AGM and is part of the Annual Accounts. This, and the remainder of the Annual Report, are checked by the auditors for consistency with their findings.

A draft copy of the Annual Report is made available to members on the website three weeks in advance of the Annual General Meeting.

ASE staff will compile statistics that can convey the impact of ASE's activity to members and outside organisations. These will include the number and commitment of volunteers; the engagement with ASE's website; membership figures; the impact of ASE's voice; and so on.

Evaluating Association activities

ASE seeks to improve all aspects of its activity by reflecting on past practice. Evaluation of the Annual Conference and all other events and activities will be undertaken as a matter of course.

A comprehensive evaluation of the Annual Conference is undertaken each year, directed by the Annual Conference Secretary. This should be produced in time for the third meeting of the Trustee Body (March). Best practice should be employed in order to continually improve the quality and insights afforded by this work.

²¹ In accordance with Rule 29

Externally-funded projects and programmes of, for example, resource development will have individually determined reporting requirements. However, during the life of projects and programmes and when they are completed, time should be set aside to consider the value of the project or programme to ASE's core purpose of promoting excellence in the teaching and learning of science.

In addition to the reporting back, which has been described earlier in this Operating Procedure, an element of evaluation should be part of region, committee, Specialist Group and Editorial Board workings, so that judgement can be made of future activity. Likewise, the Trustee Body, Education Group and Quality and Audit Committee will reflect from time to time on their own work as well as that of other parts of the Association.

These Operating Procedures will be reviewed every two years.

Last updated November 2023 and Approved by Trustee Body November 2023

Due for Review November 2025

15. APPENDIX A: TERMS OF REFERENCE AND STANDARD CLAUSES

Standard clauses for Membership Committee and Special Interest Group (SIG) Terms of Reference

Please note that these Standard Clauses do not apply to the Quality and Audit Committee, whose Terms of Reference and governance is set out in the Charter and Bylaws.

Appointment of members

The composition of the committee shall be reviewed on an annual basis by the committee/SIG Chair in light of the business plan/priorities. A plan for recruitment, including specification to fill up-and-coming vacancies, shall be agreed with the committee and approved by the Chair Trio.

Vacancies will be advertised in March with a deadline of 31st May.

Vacancies shall be advertised to the ASE membership via the website, member updates/emails and on social media. Promotion shall also take place in the English regions, Scotland, Wales and Northern Ireland.

Individual membership of a committee/SIG may be applied for by paid-up members of the Association via an online form.

Should applications for committee/SIG membership exceed vacancies, candidates will be shortlisted by the committee Chair / agreed appointment panel and interviews conducted to identify the most suitable candidate. Recommended candidate(s) with supporting rationale shall be put to Trustees for approval.

The committee/SIG may co-opt up to two further appointments to address skills gaps and encourage future membership. Co-optees may only be appointed with the agreement of the Trustee Body, in consultation with the Chair Trio. Co-optees shall not have voting rights.

New members will take up their position from the start of the school year in September.

Terms of office for members

Membership of committees/SIGs shall be for three years, with the option to reapply for that committee/SIG at the end of the three-year term. No member may stand for more than three consecutive terms.

In exceptional circumstances, the Trustee body may authorise election for a further term.

Election of Chair (and Secretary)

The Chair (and the option of a committee Secretary) of the committees/SIG shall be elected from the membership of the Committee/SIG. The Chair's term of office shall be three years from the date of their appointment as Chair. The Chair shall not normally serve more than two consecutive terms of office, unless otherwise approved by the Trustees. A Chair's term of office takes precedent over their term of office as a member of the committee/SIG.

Removal of members

Any member of the committee/SIG shall cease to hold office if they:

- Cease to be a member of ASE.
- Resigns their office by notice to the committee/SIG Chair.
- Is absent without the permission of the committee from three consecutive meetings (unless by prior arrangement with the Chair due to special circumstances) and the committee/SIG resolve that their office be vacated.
- Receives a vote of no confidence, or is deemed to have brought the Charity into disrepute and is asked by a majority of the committee/SIG to resign. The member concerned may appeal to the Trustee Body.

Responsibilities

In taking up a position on a Membership Committee/SIG of ASE, a member agrees to be an ambassador for ASE. This will be demonstrated by the member's advocacy for the Association, coupled with their good and up-to-date knowledge of what ASE offers to members and the science education community at large.

A committee/SIG member is a voice for excellence in science education.

The following involvement is expected:

- To be an advocate for ASE membership within their science education sector;
- To prepare diligently for the meetings of the committees/SIG by reading the materials sent in advance and taking part in any forum discussions in their area of expertise;
- To be ready to respond in a timely manner to consultations in their area of expertise; and
- In order to carry out these responsibilities, the member of the committee/SIG must have the following qualities and expertise:
 - Excellent communication and listening skills
 - A commitment to the work of the committee/SIG and of the Association
 - A high standard of personal professional development. We encourage all committee members to consider applying for the status of RSciTech, RSci or CSciTeach.

Members' expenses

ASE recognises that ASE committee members often commit a substantial amount of time to ASE and that, without this contribution, ASE could not be as successful or supportive of its membership as it has been. As such, we are extremely grateful to committee/SIG members for their time and expertise, which is often freely given.

All committee/SIG members may claim for the reimbursement of expenses in line with the Allowable Expense Policy.

Last updated February and approved by Trustees February 2023

Next Due for Review November 2025

Terms of Reference for the Education Group

Purpose

The Education Group is the main committee (Assembly) of the Association for Science Education and is accountable to the Trustees of ASE. The Education Group is the main forum for discussion of issues in science education; members of the Education Group are the voice of our community of membership and play a key role in the development and implementation of the activities of the Association.

Composition

The Education Group shall consist of no more than **12** members, **10 co-opted** members and the **3 Chairs** of the Association (Past-Chair, Chair and Chair-Elect).

The members shall be recruited from the membership of the Association and shall include representation from the broad community of educators that make up the ASE membership. This should include individuals from different career stages, different sectors, from across England, Scotland, Northern Ireland and Wales and from a diverse range of backgrounds and experiences.

The 10 co-options shall include one representative from the Trustee Body and up to one representative (or, where there are co-chairs, up to two) from each Special Interest Group and committee of the Association, to ensure that relevant interests and expertise are covered and interlinkages formed across the Association. Co-optees have full voting rights as members of the Education Group.

The CEO will designate a member of staff to act as secretary to the Education Group. The role of Secretariat is outlined in a separate document available on request.

In taking up a position on the Education Group, a member agrees to be an ambassador for ASE and its Education Group. This will be demonstrated by the Education Group member's passionate advocacy for the Association, coupled with their good and up-to-date knowledge of what ASE offers to members and the science education community at large in terms of tangible and intangible benefits. An Education Group member is a voice for excellence in science education.

Terms of office

Membership of the Education Group shall be for three years and terms of office shall run from August 1st each year. At the end of their three-year term, an Education Group member may reapply for a vacancy. No member may stand for more than three consecutive terms.

Co-opted Education Group members will remain in place for one calendar year at a time. The Chair Trio has the right to appoint or renew co-opted members for a maximum of three years.

In exceptional circumstances, the Trustee Body may authorise election for a further term.

Appointment of members

Paid-up members of the Association may apply to become members of the Education Group via an application form. Vacancies will be advertised in March each year, with a deadline of the 31st May. Should applications for the Group exceed vacancies, candidates will be shortlisted by the Chair Trio and interviews conducted to identify the most suitable

candidate. Recommended candidate(s) with supporting rationale shall be put to Trustees for approval.

Removal of members

Any member of the Group (either member or co-optee) shall cease to hold office if they:

- Cease to be a member of the ASE.
- Resign their office by notice to the Chair of the Association.
- Are absent without the permission of the Group from three consecutive meetings (unless by prior arrangement with the Chair due to special circumstances) and the Group resolve that their office be vacated.
- Receive a vote of no confidence or are deemed to have brought the Charity into disrepute and are asked by a majority of the Group to resign. The member concerned may appeal to the Trustee Body.

Chair of the Education Group

The Chair of the Association shall chair the meetings of the Education Group for the year in which they are Association Chair.

Responsibilities

The Education Group shall be responsible for:

- monitoring and promoting developments in science education (across the nations of the UK and internationally);
- monitoring and reflecting the needs and views of members and others involved in science education;
- encouraging and facilitating two-way communication with members, regions and between committees and groups;
- formulating recommendations that inform the strategic direction of the Association and its short, medium- and long-term business plans;
- developing and maintaining, as appropriate, relevant resources on matters pertaining to science education;
- responding to consultations, requests for feedback/intelligence and expert opinion to help shape ASE's position statements and consultation responses;
- identifying and responding to opportunities to promote and facilitate excellence in science education as they arise, seeking approval from Trustees for any activity outside the agreed Business Plan likely to incur additional cost;
- making recommendations on the ASE membership model, fees and membership benefits;
- identifying and encouraging suitable candidates for the Chair roles; and
- succession planning for the Education Group and its sub-committees and Special Interest Groups.

All members of the Education Group are expected to abide by the ASE Code of Conduct and other policies including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy.

Group proceedings

There will be up to 3 meetings of the Education Group per year – two by teleconference and one face-to-face meeting.

A quorum of the Group shall be at least one third – to comprise at least one third of members and one third of co-opted members.

The Chair, in consultation with the Chair-Elect, Immediate Past-Chair and CEO, will finalise each agenda.

Decisions made by the Education Group shall be by simple majority verdict unless otherwise specified in these terms of reference. All Group members (including co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Group meetings are to be minuted and actions agreed, with a named lead and date of delivery. Draft minutes should be approved by the Chair and CEO and then circulated to the whole Group. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next meeting, ratified by the Group and then signed by the Chair.

Responsibilities

In taking up a position on Education Group, as with any role on an ASE committee or SIG, a member agrees to be an ambassador for ASE. This will be demonstrated by the member's advocacy for the Association, coupled with their good and up-to-date knowledge of what ASE offers to members and the science education community at large.

A committee/SIG member is a voice for excellence in science education.

The following involvement is expected:

- To be an advocate for ASE membership within their science education sector;
- To prepare diligently for the meetings of the committee/SIG by reading the materials sent in advance and taking part in any forum discussions in their area of expertise;
- To be ready to respond in a timely manner to consultations in their area of expertise;
- In order to carry out these responsibilities, the member of the committee/SIG must have the following qualities and expertise:
 - Excellent communication and listening skills
 - A commitment to the work of the committee/SIG and of the Association
 - A high standard of personal professional development. We encourage all committee members to consider applying for the status of RSciTech, RSci or CSciTeach.

Members' expenses

ASE recognise that ASE committee members often commit a substantial amount of time to ASE and, without this contribution, ASE could not be as successful or supportive of its membership as it has been. As such we are extremely grateful to committee/SIG members for their time and expertise, which is often freely given.

All committee/SIG members may claim for the reimbursement of expenses in line with the Allowable Expense Policy.

The Terms of Reference shall be reviewed every two years and approved by the Trustee Body.

Last updated June 2023

Approved by the Trustee Body July 2023 and by Education Group in June 2023

To be reviewed by November 2025

Terms of Reference: ASE Primary Committee

Purpose

The ASE Primary Committee is a committee of the Association for Science Education (ASE) and is accountable to the Trustees of the ASE, via the Education Group, which is the main executive committee of ASE. The main purpose of the Primary Committee is to raise the profile of primary science and contribute to good practice, policy and procedures that support excellence in primary science education and learning.

Composition of the Primary Committee

The Committee shall consist of no more than 12 members and shall include representation from those with a background in primary science teaching, as well as those with experience in ITE, academia, leadership, also from different sectors (e.g. state, independent (prep)) and from across England, Wales, Northern Ireland and Scotland. The composition of the Committee should reflect the competence, knowledge, skills, experience and diversity of the community that the Primary Committee represents.

The Committee shall include the Editor (or a designated member of the Editorial Board) of the *Primary Science* journal.

The CEO will designate a member of staff to act as secretary to the Committee.

The CEO and Chair may attend and participate in Committee meetings with advance notice given to the Chair of the Committee.

All Standard Clauses of Committees shall apply to the Committee.

Responsibilities of the Committee

- The Primary Committee shall be responsible for: Formulating recommendations that help shape the short-, medium- and long-term activity of the Association as it affects the primary science community, including the Strategic Plan;
- Advising on professional development resources and/or events for the primary community;
- Developing and keeping under review the ASE 'best practice' guidance and resources for teachers of primary science;
- Working with the Chair Trio and CEO to develop ideas that support the primary science community in their professional roles;
- Supporting CSciTeach applications and promoting CSciTeach amongst their professional community;
- Working with the Annual Conference Secretary, Events team and Regional Officers to provide educational input into sessions and activities at ASE conferences – including the primary science elements of the ASE Annual Conference and support where required at regional conferences;
- Supporting the Association and CEO to promote membership of ASE amongst the primary science community;
- Working with the editors (in particular of *Primary Science* and *JES*) to input ideas for the development of journal articles across the ASE journal range;

- Working with the CEO and operations team to support the implementation of the approved Strategic Plan, reporting progress and flagging any concerns or deviations to the CEO and Education Group;
- Identifying and responding to business opportunities as they arise, seeking approval from the CEO for any activity outside the agreed Strategic Plan;
- Responding to and acting upon tasks allocated to them by the Education Group and/or Chair Trio;
- Identifying and recommending to the Trustees suitable candidates for membership of the Committee and managing the appointment process;
- Allocating responsibilities within the Committee for agreed projects – and supporting the operations team in identifying sources outside the Committee for activities;
- Establishing working groups as required to develop and conduct the activities of the Association, ensuring that terms of reference are in place and approved by the Trustees; and
- Ensuring that all Primary Committee activities are conducted in line with agreed ASE strategic direction and policies/procedures.

All members of the Committee are expected to abide by the ASE Code of Conduct and other policies including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy, etc.

Committee proceedings

There will be up to 3 meetings of the Committee per year. These will usually take place online, but may meet once face-to-face per year.

A quorum of the Committee shall be four.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee members (excluding co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Committee meetings are to be minuted and actions agreed with a named lead and date of delivery. Draft minutes should be approved by the Chair and CEO and then circulated to the whole Committee. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next Committee meeting, ratified by the Committee and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Trustee Body.

Last reviewed by ASE Primary Committee: March 2023

Last Approved by Trustees July 2023

Last Approved by Education Group June 2023

Next Review Date: November 2025

Terms of Reference: ASE 11-19 Committee

Purpose

The ASE 11-19 Committee is a committee of the Association for Science Education (ASE) and is accountable to the Trustees, via the Education Group, which is the main executive committee of ASE. The main purpose of the 11-19 Committee is to promote best practice, policy and procedure in science education at the secondary and post-16 education levels, through the identification and, in conjunction with the staff team, development of ideas, activities and resources for teachers, lecturers, school leaders and educators, which support excellence in science education and learning.

Composition of the 11-19 Committee

The Committee shall consist of no more than 12 members and shall include representation from a broad range of backgrounds, including in secondary and post-16 education, initial teacher education, academia, leadership roles and special educational needs. Different sectors and types of educational institutions shall also be represented (including state and independent schools, multi-academy trusts, sixth form colleges, 11-16 and 11-18 schools) and from across the regions and nations of the United Kingdom. The composition of the Committee should reflect the competence, knowledge, skills, experience and diversity of the community that the 11-19 Committee represents.

The Committee shall include at least 1 representative from the technician community and one from the post-16 education community. The Committee must include representation from the regions and devolved nations.

The Committee shall include the Editor (or a designated member of the Editorial Board) of the *School Science Review (SSR in Practice and SSR in Depth)* journals.

The Committee may invite a member from the Registration Board to attend the meeting.

One member from the Regional Field Officer Team shall also attend.

The CEO will designate a member of staff to act as secretary to the Committee. The role of Secretariat is outlined in a separate document available on request from ASE.

The CEO and Chair may attend and participate in Committee meetings with advance notice given to the Chair of the Committee.

All Standard Clauses of Committees shall apply to the Committee.

Responsibilities of the Committee

The 11-19 Committee shall be responsible for:

- Formulating recommendations that help shape the short-, medium- and long-term activity of the Association as it affects the 11-19 teaching community, including the Strategic Plan;
- Advising on professional development resources and/or events for the secondary and post-16 education teaching community;
- Developing and keeping under review the ASE 'best practice' guidance and resources for teachers of secondary and post-16 education;

- Working with the Chair Trio and CEO to develop ideas, projects and/or campaigns that support the 11-19 science community in their professional role;
- Supporting CSciTeach applications and promoting CSciTeach amongst their professional community;
- Working with the Annual Conference Secretary, Events team and Regional Officers to provide educational input into sessions and activities at ASE conferences – including the secondary and post-16 educational science elements of the ASE Annual Conference and input where requested at regional conferences;
- Supporting the Association and CEO to promote membership of ASE amongst the 11-19 science teaching community;
- Working with the editors (in particular of *SSR*) to input ideas for the development of journal articles across the ASE journals;
- Working with the CEO and operations team, support the implementation of the approved Strategic Plan, reporting progress where activities are being led or contributed to by the 11-19 Committee, and flagging any deviations to the CEO and Education Group;
- Identifying and responding to business opportunities as they arise, seeking approval from the CEO for any activity outside the agreed Strategic Plan;
- Responding to and acting upon tasks allocated to them by the Education Group and/or Chair Trio;
- Identifying and recommending to the Trustees suitable candidates for membership of the Committee and managing the appointment process;
- Allocating responsibilities within the Committee for agreed projects – and supporting the operations team in identifying sources outside the Committee for activities;
- Establishing working groups as required to develop and conduct the activities of the Association, ensuring that terms of reference are in place and approved by the Trustees; and
- Ensuring that all 11-19 Committee activities are conducted in line with agreed ASE strategic direction and policies/procedures.

All members of the Committee are expected to abide by the ASE Code of Conduct and other policies, including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy. These shall be circulated to new members on induction to the Committee.

Committee proceedings

The Committee shall usually meet four times per year – three meetings to take place by teleconference and one meeting to take place face-to-face. Virtual meetings shall usually take place in the later afternoon/evening during the week.

A quorum of the Committee shall be four.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee members (excluding co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Committee meetings are to be minuted and actions agreed with a named lead and date of delivery. Draft minutes should be approved by the Chair and CEO and then circulated to the whole Committee. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next Committee meeting, ratified by the Committee and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Trustee Body.

Last reviewed by ASE 11-19 Committee: March 2023

Last Approved by Trustees March 2023

Last Approved by Education Group June 2023

Next Review Date: November 2025

Terms of Reference: ASE Laboratory Technicians Committee

Purpose

The ASE Laboratory Technicians Committee is a committee of the Association for Science Education (ASE) and is accountable to the Trustees, via the Education Group, which is the main executive committee of ASE. The main purpose of the Laboratory Technicians Committee is to promote both the value and professional standing and practices of laboratory technicians and the role that this community plays in supporting excellence in science education and learning.

Composition of the Laboratory Technicians Committee

The Committee shall consist of no more than 12 members and shall include representation from those with a background in STEM, biology, chemistry and physics, also from different sectors (e.g. state, independent (prep), multi-academy trusts) and from across England, Wales, Northern Ireland and Scotland. The composition of the Committee should reflect the competence, knowledge, skills, experience and diversity of the community that the Laboratory Technicians Committee represents.

At least 75% (8 of the 12) of the committee shall be comprised of practising technicians.

The Committee may invite one representative from the 11-19 Committee, Primary Committee and/or other groups where appropriate.

The Committee may co-opt one additional representative from CLEAPSS and SSERC.

The CEO will designate a member of staff to act as secretary to the Committee.

The CEO and Chair may attend and participate in Committee meetings with advance notice given to the Chair of the Committee.

All Standard Clauses of Committees shall apply to the Committee.

Responsibilities of the Committee

The Laboratory Technicians Committee shall be responsible for:

- Formulating recommendations that help shape the short-, medium- and long-term activity of the Association as it affects the technician community, including the Strategic Plan;
- Advising on professional development resources and/or events for the technician community;
- Developing and keeping under review the ASE 'best practice' guidance and resources for technicians;
- Working with the Chair Trio and CEO to develop ideas that support the technician community in their professional role;
- Supporting RSciTech applications and promoting RSciTech amongst their professional community;
- Working with the Annual Conference Secretary, Events team and Regional Officers to provide educational input into sessions and activities at ASE conferences – including the technician strand at the ASE Annual Conference and support where required at regional conferences;

- Working with the ASE Events team, support the development and delivery of the Technicians Summer Conference;
- Supporting the Association and CEO to promote membership of ASE amongst the technician community;
- Working with the editors (in particular of *SSR*) to input ideas for the development of journal articles across the ASE journal range – for example, the Prep Room pages;
- Working with the CEO and operations team to implement the approved Strategic Plan, reporting progress and any deviations to the CEO and Education Group;
- Identifying and responding to business opportunities as they arise, seeking approval from the CEO for any activity outside the agreed Strategic Plan;
- Responding to and acting upon tasks allocated to them by the Education Group and/or Chair Trio;
- Identifying and recommending to the Trustees suitable candidates for membership of the Committee and managing the appointment process;
- Allocating responsibilities within the Committee and for agreed projects – and supporting the operations team in identifying sources outside the Committee for activities;
- Establishing working groups as required to develop and conduct the activities of the Association, ensuring that terms of reference are in place and approved by the Trustees; and
- Ensuring that all Technician Committee activities are conducted in line with agreed ASE strategic direction and policies/procedures.

All members of the Committee are expected to abide by the ASE Code of Conduct and other policies, including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy, etc.

Committee proceedings

The Committee shall usually meet at least three times per year – twice by teleconference and once face-to-face. Meetings may take place on an *ad hoc* basis as required.

A quorum of the Committee shall be five.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee members (excluding co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Committee meetings are to be minuted and actions agreed with a named lead and date of delivery. Draft minutes should be approved by the Chair and CEO and then circulated to the whole Committee. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next Committee meeting, ratified by the Committee and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Trustee Body.

Last reviewed by ASE Technicians Committee:	March 2023
Last Approved by Education Group	June 2023
Last Approved by Trustees	July2023
Next Review Date:	November 2025

Terms of Reference: Teacher Developers Committee

Purpose

The ASE Teacher Developers Committee is a committee of the Association for Science Education (ASE) and is accountable to the Trustees, via the Education Group, which is the main executive committee of ASE. The main purpose of the Teacher Developers' Committee is to support those who work in education 3-19, and whose roles include:

- pre- and in-service teacher education;
- those involved in curriculum design and development, co-ordination and facilitation of professional development, mentoring and coaching, whether in school, school groups or externally; and
- subject and departmental leadership.

ASE Teacher Developers' Committee also acts in an advisory capacity to ensure that ASE's membership offer is informed by evidence to support high quality professional learning.

Composition of the Teacher Developers' Committee

The Committee shall consist of no more than 12 members and shall include representation from those who work in the list above and also from different sectors (e.g. state and independent schools, universities, multi-academy trusts, primary and secondary schools, local authorities and other professional bodies) and from across England, Wales, Northern Ireland and Scotland. The composition of the Committee should reflect the competence, knowledge, skills, experience, diversity and roles of the community that the Teacher Developers' Committee represents.

The Committee shall invite the Editor (or a designated member of the Editorial Board) of *Science Teacher Education (STE)* to attend meetings to ensure interlinkage between the activity of the Committee and the STE Hub.

The Committee structure will include Chair or Co-chairs, a Vice-Chair and secretary.

The CEO will designate a member of staff to act as secretary to the Committee. The role of the Secretariat is outlined in a separate document available on request from ASE.

The CEO and Chair may attend and participate in Committee meetings with advance notice given to the Chair of the Committee.

All Standard Clauses of Committees shall apply to the Committee.

Responsibilities of the Committee

The Teacher Developers' Committee shall be responsible for:

- Formulating recommendations that help shape the short-, medium- and long-term activity of the Association as it affects the Teacher Developer community as outlined above, including the Strategic Plan;
- Advising members on role-focused, subject-specific professional development;

- Developing and keeping under review the ASE ‘best practice’ guidance and resources relevant to the Teacher Developer community;
- Working with the Chair Trio and CEO to develop ideas, projects and/or campaigns that support the Teacher Developer community in their professional roles;
- Supporting and promoting the professional registers amongst their professional community;
- Working with the Annual Conference Secretary, Events team and Regional Officers to provide educational input into sessions and activities at ASE conferences – including elements of the ASE Annual Conference that are relevant to the Teacher Developer community, Teacher Developers’ conference and input where requested at regional conferences;
- Supporting the Association and CEO to promote membership of ASE amongst the science education community;
- Working with the journal editors to input ideas for the development of articles across the ASE journals;
- Working with the CEO and operations team, support the implementation of the approved Strategic Plan, reporting progress where activities are being led or contributed to by the Teacher Developers’ Committee, and flagging any deviations to the CEO and Education Group;
- Identifying and responding to business opportunities relevant to the Teacher Developers’ community as they arise, seeking approval from the CEO for any activity outside the agreed Strategic Plan;
- Responding to and acting upon tasks requested by the Education Group and/or Chair Trio;
- Identifying and recommending to the Trustees suitable candidates for membership of the Committee and managing the appointment process, with support from the operations team;
- Allocating responsibilities within the Committee for agreed projects – and supporting the operations team in identifying sources outside the Committee for activities;
- Establishing informal working groups where necessary to support the activities of the Committee;
- Ensuring that all Teacher Developers’ Committee activities are conducted in line with agreed ASE strategic direction and policies/procedures; and
- Providing guidance for the quality assurance of professional learning activities provided by ASE.

All members of the Committee are expected to abide by the ASE Code of Conduct and other policies, including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy.

Committee proceedings

The Committee shall usually meet six times per year, once each half term either online or face-to-face, with at least one meeting a year to be face-to-face.

A quorum of the Committee shall be six.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee members (excluding co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Committee meetings are to be minuted and actions agreed with a named lead and date of delivery. Draft minutes should be approved by the Chair and CEO and circulated to the whole Committee. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next Committee meeting, ratified by the Committee and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Trustee Body.

Last reviewed by ASE Teacher Developers' Committee: October 2023

Last Approved by Education Group June 2023

Last Approved by Trustees July 2023

Next Review Date: November 2025

Terms of Reference: ASE Health and Safety Specialist Group

The ASE Health and Safety Specialist Group has a narrow and specialised remit that is highly technical. The Association carries a legal liability for the advice and guidance that it offers and has a duty of care to ensure that such advice is appropriate and in accordance with best practice. In order to ensure this, the Group draws its members from a relatively small constituency. Some members may bring their expertise by virtue of their jobs; others may acquire it through long service in the Group. It can take inexperienced members several years to become fully familiar with the issues and it may be counter-productive to insist that members step down due to time served.

It is important to have a sufficient number of experienced members in the Group to be able to review, quickly and prior to publication, all the ASE publications (journals, books, web publications) in which practical work arises, to ensure that what is written is in accordance with ASE policies and good health and safety practice.

The Group also produces several health and safety books that ASE publishes, for which members of the Group contribute their time as a professional service, without royalties, unlike contributors to some of the Association's books.

It is also important to have a single direct link with ASE because there may be external projects, government initiatives, or press reports, which will require responses. Equally, members of the Group need to understand the direction in which ASE is going, for example, if there are proposals that do not fit within budget, or if technically suitable advice does not meet the practical needs of ASE.

For all these reasons, the Operating Procedures of this Specialist Group are somewhat different to those of the other Specialist Groups.

The work and accountability of the Group

The work of the Group derives from the Strategic Plan of the Association and the Annual Business Plan.

The role of the Group is:

- to be concerned with all aspects of health and safety as it affects members of the Association;
- to offer advice to members on all matters relating to health and safety in science education;
- to define, subject to approval by the Education Group and the Trustee Body, ASE policy on matters relating to health and safety in science education, both internally and publicly;
- to maintain a watching brief in respect of developing health and safety issues and to offer advice to the Education Group, Trustee Body and staff team in order to safeguard the teaching of practical science;
- to help protect the role of practical work in science education by offering authoritative health and safety advice that broadens the scope for practical work and reinforces its place in the curriculum by identifying and disseminating exemplars of good practice, for example, by writing articles for *School Science Review*, *Primary Science* and other publications, and contributing to the Annual Conference as well as to professional development activities and other events as appropriate;
- to disseminate information on issues pertaining to health and safety in practical science teaching, to publish, jointly with other organisations where appropriate, such

health and safety information as seems necessary and to ensure that all such publications are kept up to date;

- to represent the Association in consultations with governmental bodies on health and safety legislation and regulation; and
- To work with the staff team on issues that might arise, for example in the press or social media, which require a specialist health and safety input.

The Chair of the Group should provide an annual update on activities to the Education Group. This report contributes to the Annual Report of the Association, part of ASE's statutory reporting responsibility.

Membership of the Group

This is a technical group, which relies on a suitable balance of experience and expertise.

It is essential that the Group includes:

- at least two members with substantial experience of teaching biology,
- at least two members with substantial experience of teaching physics, and
- at least three members with substantial experience of teaching chemistry (including an additional member because of the greater demands of work in chemistry).

The above seven people will comprise the elected members of the Group. They are elected for a six-year term. Normally one or two people will retire each year, but membership is renewable as many times as members of the Group think desirable.

It is also essential that the Group includes:

- at least one representative of CLEAPSS;
- at least one representative of SSERC; and
- at least one technician.

Co-options will be for one year at a time, but may be renewed as many times as members of the Group think desirable.

The net effect is that the Group will comprise seven elected members and, with co-options, may well comprise about 10 or 11.

The Chair of the ASE Health and Safety Specialist Group is appointed from amongst the membership of the Group (elected or co-opted). The election is by the Trustee Body on the recommendation of the ASE Chair Trio, following consultation with the Group. Election is for a term of six years, renewable as many times as members of the Group think desirable. Although the intention is to have a review every six years, if necessary, the Chair can be removed by the Group passing a vote of no confidence, which would trigger action by the Trustee Body.

The role of Vice-Chair will normally be taken by a Past-Chair, if they are a member of the Group. Otherwise, the Group will appoint a Vice-Chair from among its membership (elected or co-opted), for a six-year term, renewable as many times as members of the Group think desirable.

The Group will appoint a Minuting Secretary from among its membership (elected or co-opted), for a six-year term, renewable as many times as the Group thinks desirable.

ASE members seeking election to the Group may be nominated by the Chair of the Group, or as individuals, or by a Region Committee through an online system following advertisements in member mailings and on the website. Nominations other than by the Chair of the Group

must have the support of two ASE members. The Chair Trio will consult with the Chair of the Group about the suitability of prospective members, particularly in relation to the balance of membership and skills required and recommend to the Trustee Body accordingly.

An alternative approach to encourage recruitment is to advertise vacancies for the Group and invite those expressing interest to attend a meeting of the Group. With the agreement of the Chair Trio, as representatives of the Education Group, such potential new members of the Group may then be co-opted for an initial period of 1 year, after which membership will be subject to mutual review and may be renewed as many times as members of the Group think desirable.

Any member of the Group who fails to attend 3 consecutive meetings, including online meetings, (unless by prior arrangement with the Chair due to special circumstances) will cease to be a member of the Group irrespective of his/her remaining term of office.

Subject to budget constraints, additional members of the Group may be co-opted for particular projects and/or as members of a Working Party.

Responsibilities of members of the Group

In taking up a position on a Specialist Group for ASE, a member agrees to be an ambassador for the Association. This will be demonstrated by the member's advocacy for the Association, coupled with their good and up-to-date knowledge of what ASE offers to members and the science education community at large in terms of tangible and intangible benefits. All Group members promote excellence in science education.

The following involvement is expected:

- to be an advocate for ASE membership;
- to prepare diligently for the meetings of the Group by reading the materials sent in advance and taking part in the discussion in their area of expertise; and
- to be proactive in suggesting priorities for the Group to address.

In order to carry out these responsibilities, each member of the Group must have the following qualities and expertise:

- Excellent communication and listening skills;
- A commitment to the work of the Group and of the Association; and
- Expertise and experience relevant to the work of the Group.

The Chair of the Group is responsible for ensuring that a balance of views of the Group is reflected in the advice given.

Ways of working

As described in the Rules of the Association, each Specialist Group has the power to regulate its own procedure and the responsibilities of individual members. However, when the Specialist Group has discussed and decided upon its procedure, this must be approved by the Trustee Body (which will consult with the Chair Trio as to the procedure's suitability) and lodged with the CEO Officer.

The ways of working adopted must be in line with the general values and ways of working as set out in ASE's Strategic Plan.

This procedure must be reviewed every 3 years.

Budget

The Group has a fixed budget for meetings, set by the Trustee Body at the beginning of the year. The budget is managed by the Finance team.

Resources for members of the Group

Members of the Group will already have access to the health and safety resources on the ASE website but, in addition, new members of the Group will be provided with copies of the latest editions of ASE health and safety publications in print.

If new members of the Group do not already have access, the Chair of the Group will request of CLEAPSS and/or SSERC that they be given passwords to allow them to access the CLEAPSS and SSERC websites.

- **Last Reviewed by the Health and Safety Group: May 2024**
- **Last Reviewed by Education Group: June 2024**
- **Last Reviewed by Trustees July 2024**
- **Next due for Review by Trustees July 2026**

Terms of Reference: ASE Publications Special Interest Group

Purpose

The ASE Publications Group is a Special Interest Group of the Association for Science Education (ASE) and is accountable to the Trustees, via the Education Group, which is the main executive committee of ASE. The main purpose of the Publications Group is to support and guide the publishing activities and outputs of ASE and to ensure that they align with the Association's Strategic Plan and charitable objectives of promoting excellence in science education.

Composition of the Publications Group

The Group shall consist of no more than 12 members. Membership of the Group should reflect the diversity of membership (e.g. from primary, secondary, research, academia, state, independent, from different regions/nations, etc.). Members should demonstrate some interest or experience in publishing, writing or reviewing. The Group shall include the Editors of *Primary Science*, *School Science Review (SSR)*, *Science Teacher Education (STE)*, and the *Journal of Emergent Science (JES)*.

The CEO will designate a member of staff to act as secretary to the Group.

The CEO and Chair may attend and participate in Group meetings with advance notice given to the Chair of the Group.

All Standard Clauses of Committees/Groups shall apply to the Group.

Responsibilities of the Group

The Publications Group shall be responsible for:

- Formulating recommendations and objectives that help shape the short-, medium- and long-term activity of the Association as it affects all publications – online, in print and including digital and downloadable materials;
- Providing insights and advice to the staff publications team on publication priorities – e.g. themes, topics, based on the needs of members and in anticipation of those needs;
- Supporting the publications team to produce an action plan that aligns with ambitions outlined in the Strategic Plan, whilst being realistic and achievable;
- Supporting the implementation of the action plan through contact and consultation with authors, publishers, reviewers, other Specialist Groups and committees;
- Ensuring that processes are in place to ensure that all ASE publications are of the highest quality, promote excellence in science education, are trustworthy, peer-reviewed, accurate, relevant and appropriate;
- Overseeing the quality assurance process for all publications produced and endorsed by ASE;
- Supporting the staff publications and communications teams to promote the publication and sales of new and existing material;
- Exploring innovative methods of publishing and evaluating their effectiveness at generating sales and encouraging new members;
- Overseeing the monitoring and marketing of competitors in the science education sector;
- Ensuring that the benefits to members of discounted purchasing offer good value for money whilst remaining cost-effective;

- Undertaking periodic evaluations of the processes of review, quality assurance and publication to ensure that these processes are reliable, transparent and efficient;
- Communicating its work to members through the website and social media, during conferences and via regions;
- Identifying and responding to business opportunities as they arise, seeking approval from the CEO for any activity outside the agreed Strategic Plan and/or publications action plan;
- Identifying and recommending to the Trustees suitable candidates for membership of the Group and managing the appointment process; and
- Responding in a timely fashion to requests for expertise with reference to projects and policy.

All members of the Group are expected to abide by the ASE Code of Conduct and other policies, including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy, etc.

Group proceedings

There will be up to 3 meetings of the Group per year – twice by teleconference and once face-to-face. The Group may choose to meet entirely online if they wish to do so.

A quorum of the Group shall be four.

Decisions made by the Group shall be by simple majority verdict unless otherwise specified in these terms of reference. All Group members (excluding co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Group meetings are to be minuted and actions agreed with a named lead and date of delivery. Draft minutes should be approved by the Chair and CEO and then circulated to the whole Group. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next Group meeting, ratified by the Group and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Trustee Body.

Last reviewed by ASE Publications SIG: March 2023

Last Approved by Education Group June 2023

Last Approved by Trustees July 2023

Next Review Date: November 2025

Terms of Reference: ASE Policy Special Interest Group

Purpose

The ASE Policy Group is a Special Interest Group of the Association for Science Education (ASE) and is accountable to the Trustees, via the Education Group, which is the main executive committee of ASE. The main purpose of the Policy Group is to provide strategic guidance, oversight and recommendations related to advocacy initiatives and policy matters within ASE, with a view to enhancing and improving the ASE's impact on relevant issues.

Composition of the Policy Group

The Group shall consist of no more than 12 members. Membership of the Group should reflect the diversity of membership, e.g. from primary, secondary, research, academia, state and independent schools, as well as representation from ASE's international community and the devolved nations. Members should demonstrate an interest, experience or expertise in science education policy, curriculum and/or pedagogy.

The Group shall include representation from the devolved nations as well as the international community to ensure that a UK-wide and global perspective feature in our thinking on best practice and policy formation.

The CEO will designate a member of staff to act as secretary to the Group. The Director of Advocacy, Policy and Curriculum Innovation will attend the group, along with the Policy Adviser, who will act as Secretary to the Group

The CEO and Chair may attend and participate in Group meetings with advance notice given to the Chair of the Group.

All Standard Clauses of Committees/Groups shall apply to the Group.

Responsibilities of the Group

The Policy Group shall be responsible for:

- Identifying and prioritising key issues and challenges that align with ASE's mission and objectives, including recommendations to the Education Group and Trustee Body on outline goals, target audiences, messaging, tactics and timelines;
- Advising and making recommendations that support the development (by the ASE's Policy and Advocacy team) of a policy and advocacy strategy for ASE;
- Ensuring alignment between the ASE's advocacy and policy activities and the organisation's overall Strategic Plan;
- Monitoring and sharing policy developments, legislative changes and regulatory trends, gathered through individual networks that may impact the Association, our members and broader stakeholders in the science education space and on which ASE should have a position/consider an intervention;
- Researching and proposing policy recommendations that align with the Association's mission and objectives;
- Identifying and appointing individuals from within the group (and, if appropriate, beyond, such as topic experts) to lead and take responsibility for specific pieces of policy work and/or to attend meetings with policy makers and influencers as required on behalf of ASE;

- Organising events, workshops and forums to foster dialogue and collaboration on policy issues;
- Regularly assessing the progress and effectiveness of advocacy strategies and policy initiatives;
- Identifying and responding to business opportunities as they arise, seeking approval from the Education Group for any activity outside the agreed Business Plan or budget;
- Identifying and recommending to the ASE Education Group suitable candidates for membership of the Group and managing the appointment process; and
- Ensuring that all ASE influencing activities are conducted in line with agreed ASE strategic direction and policies/procedures. All members of the Group are expected to abide by the ASE Code of Conduct and other policies, including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy.

Group proceedings

There will be up to 6 online meetings of the Group per year. Whilst two meetings will have longer agenda and consider strategy and priorities in more depth, the majority of meetings will take place over a shorter period and will be designed to offer insights, advice and guidance on more immediate or reactive issues. There will not usually be a face-to-face meeting. However, members of the Policy Group may choose to meet at Annual Conference. A quorum of the Group shall be 50% of the total membership of the Group.

Decisions made by the Group shall be by simple majority verdict unless otherwise specified in these terms of reference. All Group members (excluding co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Group meetings are to be minuted and actions agreed with a named lead and date of delivery. Draft minutes should be approved by the Chair of the Group and the Director of Policy and then circulated to the whole Group. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next Group meeting, ratified by the Group and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Education Group and the Trustee Body.

Last reviewed by Education Group: November 2023

Last Approved by Trustees September 2023

Next Review Date: November 2025

Terms of Reference: ASE Conference Organising Group

Purpose

The ASE Conference Organising Group is a Special Interest Group of the Association for Science Education (ASE) and is accountable to the Trustees, via the Education Group, which is the main executive committee of ASE. The main purpose of the Group is to advise on the development and implementation of the Association's Annual Conference and associated activities.

Composition of the Conference Organising Group

The Group shall consist of no more than 12 members. Membership of the Group should reflect the diversity of membership, e.g. from primary, secondary, research, academia, state and independent schools, as well as representation from the ASE's international community and the devolved nations. Members should demonstrate some experience of and participation in previous ASE and/or other national and international science education conferences (e.g. NSTA, Science on Stage ,etc).

The Group shall include representation from the devolved nations as well as the international community to ensure that the Conference programme, speakers and activities represent a UK-wide and global perspective on science education.

The Events Manager will act as Secretary to the Group

The CEO and Chair of the Association (or their delegate) may attend and participate in Group meetings with advance notice given to the Chair of the Group.

All Standard Clauses of Committees/Groups shall apply to the Group.

The Chair of the Group shall be the Honorary Conference Secretary, whose term of office is five years.

Responsibilities of the Group

The Conference Organising Group shall be responsible for:

- Preparing, in conjunction with the Events Manager and Honorary Conference Secretary, a business plan for the Annual Conference for agreement with the Trustee Body, Education Group and CEO;
- Collaborating with stakeholders (e.g. committees and staff members) to define the conference themes, objectives and desired outcomes, ensuring that they align with the overall ASE Strategic Plan;
- In conjunction with the Events Manager, developing the programme for the Conference in conjunction with input and contributions from the membership committees;
- Developing cross-cutting sessions on topical issues and identifying and securing suitable speakers;
- Ensuring that the approved programme is implemented, reporting progress and any deviations to the Education Group, Trustee Body and CEO;
- Ensuring that all aspects of the Conference, including programme content and speaker selection, reflect principles of equity, diversity and inclusion, promoting a welcoming and inclusive environment for all attendees;

- Addressing questions and concerns raised during the planning and execution of the Conference and supporting the Events Team and Conference Secretary in responding appropriately; and
- Identifying and recommending to the Education Group and Trustee Body suitable candidates for the position of Honorary Conference Secretary.

It is hoped that all members of the Group will attend the Conference and support in some way with the running of the event (e.g. on the registration desk, ASE stand, at ASE receptions and key events). One complimentary day pass will be offered to members of the Group subject to sufficient attendance and input into the meetings.

All members of the Group are expected to abide by the ASE Code of Conduct and other policies, including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy.

Group proceedings

There will be 4 online meetings of the Group per year, with flexibility to hold additional meetings at the discretion of the Group.

A quorum of the Group shall be 50% of total membership of the group.

Decisions made by the Group shall be by simple majority verdict unless otherwise specified in these terms of reference. All Group members (excluding co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Group meetings are to be minuted and actions agreed with a named lead and date of delivery. Draft minutes should be approved by the Honorary Conference Secretary and the Events Manager and then circulated to the whole Group. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next Group meeting, ratified by the Group and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Education Group and the Trustee Body.

Last reviewed by Education Group: November 2023

Last Approved by Trustees September 2023

Next Review Date: November 2025

Terms of Reference: ASE Research Group

Purpose

The ASE Research Group is a Special Interest Group of the Association for Science Education (ASE) and is accountable to the Trustees, via the Education Group, which is the main executive committee of ASE. The main purpose of the Research Group is to provide science education research expertise and insights that support and inform ASE policy and activities, particularly in encouraging a research-based/evidence-informed approach to teaching.

Composition of the Research Group

The Group shall consist of no more than 12 members. Membership of the Group should reflect the diversity of ASE's membership, e.g. from primary, secondary, research, academia, state and independent schools and institutions, as well as representation from the ASE's international community and the devolved nations. Members should demonstrate an interest in, experience of, or expertise in science education research and/or pedagogy.

The Group shall include representation from the devolved nations as well as the international community to ensure that we are drawing on a broad understanding and experience of science education research.

The CEO will designate a member of staff to act as secretary to the Group.

The CEO and Chair may attend and participate in Group meetings with advance notice given to the Chair of the Group.

All Standard Clauses of Committees/Groups shall apply to the Group.

Responsibilities of the Group

The Research Group shall have the following responsibilities:

- **Supporting members:** To represent the interests of ASE members with an interest in research, for example, promoting the importance of research in ASE's committees and activities;
- **Supporting members/sector:** To support and promote the sharing of high quality, relevant research, for example, raising the profile of research via ASE events, articles in ASE journals and other outputs;
- **Supporting ASE structures:** To advise the operational team and Education Group on developments in science education research in order to inform policies/outputs and activities, for example ensuring that CPD for the membership is research-informed;
- **Supporting ASE strategy:** Where appropriate/requested, to review ASE activities, outputs and policy positions in relation to science education research and make recommendations for changes to ensure that ASE's positions are robust and evidence-informed; and
- **Group management:** To identify and recommend to the Education Group suitable candidates for membership of the Research Group and manage the appointment process, ensuring that a variety of perspectives are represented.

All members of the Group are expected to abide by the ASE Code of Conduct and other policies, including but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy.

Group proceedings

There will be up to 4 online meetings of the Group per year. However, one meeting of the Group may take place on a face-to-face basis.

A quorum of the Group shall be four.

Decisions made by the Group shall be by simple majority verdict unless otherwise specified in these terms of reference. All Group Members (excluding co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Group meetings are to be minuted and actions agreed with a named lead and date of delivery. Draft minutes should be approved by the Chair of the Group and then circulated to the whole Group. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next Group meeting, ratified by the Group and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Education Group and the Trustee Body.

Last reviewed by Education Group: November 2023

Last Approved by Trustees November 2023

Next Review Date: November 2025

Terms of Reference: Editorial Boards

Scope

These terms of reference apply to the Editorial Boards for ASE's flagship journals. These currently comprise: *Primary Science*, *School Science Review (SSR in Depth and SSR in Practice)*, the *Journal of Emergent Science (JES)* and Science the online hub Science Teacher Education (STE).

Education in Science (EIS), is the now discontinued membership magazine and is available to all members as an archive.

Journal titles and the nature of publication are decided by the Trustee Body.

The target audience and purpose of each journal is as follows:

Primary Science (PS) is a themed journal for all those involved in primary science education for children aged 3-12, including primary teachers, primary science co-ordinators, primary schools, local authority advisers and inspectors and science teacher trainers and trainees. It is a forum for sharing information and ideas and includes articles about teaching, learning and assessing science. *Primary Science* aims to spread good practice in primary science teaching, to help practitioners improve their background science knowledge and understanding and to keep up-to-date with curriculum developments and new resources. It provides an independent national and international perspective on primary science education.

School Science Review (SSR) is divided into two publications, but published simultaneously. Articles are aimed at those working in 11-19 science education, both in the UK and internationally, including new and experienced teachers, teacher trainees, teacher educators, school leaders and Heads of Department, advisers, consultants and technicians.

- *SSR in Practice* is a magazine-style, professionally peer-reviewed journal focusing on science education in the 11-19 classroom, and aims to provide CPD for both readers and contributors, drawing on the expertise of the whole ASE community and wider science education network.
- *SSR in Depth* is the ASE's academically peer-reviewed journal for 11-19 science education and features longer articles, often research-based, and more detailed and advanced science notes. Articles referencing, or expanding upon articles in, *SSR in Practice* ensure that both parts of the new-look *SSR* are relevant to all readers.

Science Teacher Education (STE) is an online hub for those involved with the pre-service education, induction and professional development of science teachers, including guidance for trainees in the classroom, a round up of the latest research affecting science education in the UK and overseas, news, podcasts and book reviews.

Journal of Emergent Science (JES) is an open access biannual e-journal for practitioners working with children aged 0-11 years, designed to bridge the gap between research and practice in primary science. It is currently supported by the Primary Science Teaching Trust (PSTT).

Purpose of the Editorial Boards

The Editorial Boards are accountable to the Trustees of the ASE, via the Education Group, which is the main executive committee of the Association.

The main purpose of the Editorial Boards is to support and oversee the high quality production of ASE's flagship journals, to offer guidance and expertise to the Editors and operational team and to ensure that outputs are aligned with the Association's Strategic Plan and charitable objective of promoting excellence in science education.

Composition

All journal editors are members of staff or paid contract holders and chair the Editorial Boards. Recruitment to the salaried editorial posts follows ASE best practice for recruitment.

Each Editorial Board shall consist of no more than 12 members. Membership of the Boards should reflect the diversity of the readership that the journal for which they are responsible is trying to reach. Editorial Boards should have particular regard to ensuring that membership is diverse and reflects the breadth and depth of our membership and wider workforce. Members may come from a variety of professional backgrounds and with varying degrees of expertise and experience. All members must be members of ASE.

The CEO, Director of Professional Development, Publications Manager and/or ASE Chair may attend and participate in Board meetings with advance notice given to the Editor concerned.

All Standard Clauses of Committees/Groups shall apply to the Boards.

Responsibilities of Editorial Boards

The responsibilities of Editorial Boards will include:

- Provision of strategic insight and guidance on overarching themes and the direction of the journals, including contribution of thoughts and ideas on topics that are currently under-represented by the journals;
- Working with the editor and operations team, and by utilising their own networks, make suggestions and recommendations on potential authors and papers;
- With support from the editor and operations team, and through Editorial Board representation on the Publications Group, ensure cross-fertilisation and collaboration with other ASE expert committees and groups;
- To support the editors in content curation and preparation, helping to ensure the sourcing and preparation of high-quality content that aligns with the strategic objectives of the Association and the interests of subscribers;
- To offer practical assistance to authors in navigating the submission process and enhancing the clarity and coherence of their work;
- To explore innovative formats and approaches to engage readers and enhance the impact of published material, grow the reach and success of the journal;
- To offer expert reviewing capabilities, ensuring the quality and rigour of published content;
- Ensuring that they are familiar with key policy documents and ASE positions; and

- Where articles are more suited to another journal, be proactive in passing ideas and content on to another Editorial Board.

All members of the Editorial Boards are expected to abide by the ASE Code of Conduct and other policies, including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy.

Editorial Board proceedings

There will be up to three meetings of each Editorial Board per year. These meetings should take place online, dates to be agreed for one full year in advance.

Final decisions sit with the Editor.

Actions and decisions taken by the Editorial Board should be noted. Meeting actions and notes should be reported back to the Publications Group to assist with a collaborative and joined-up approach.

Each Editorial Board will submit a brief report on its activities to the Education Group annually, contributing to the Association's overall reporting responsibilities.

Last reviewed: March 2024

Last Approved by Trustees	March 2024
Next Review Date:	March 2026

Terms of Reference: Science on Stage UK National Steering Committee

Purpose

The Science on Stage UK National Steering Committee (SonS UK NSC) is a committee of the Association for Science Education (ASE) and is accountable to the Trustees, via the Education Group, which is the main executive committee of ASE. The main purpose of the SonS UK NSC is to oversee Science on Stage activities within the UK and to ensure that the UK contributes to the international activities of Science on Stage as required by its membership of the Science on Stage organisation (<https://www.science-on-stage.eu/>). This includes raising the profile of Science on Stage within the UK and contributing to good practice, policy and procedures that support excellence in teaching and learning across the STEM subjects.

Composition of the SonS UK NSC

The Committee shall consist of no more than 8 members and shall include representation from a range of backgrounds across the STEM subjects (e.g. different sectors – primary, secondary, ITE – and from across England, Northern Ireland, Scotland and Wales). The composition of the Committee should reflect the competence, knowledge, skills, experience and diversity of the community that the SonS UK NSC represents.

The Committee shall nominate a member of the Group to act as secretary to the Committee. The Secretary or Chair of the Committee shall ensure that the CEO and Events Team are kept informed of meetings and outcomes from meetings. The CEO and/or Chair may attend and participate in Committee meetings with advance notice given to the Chair of the Committee.

All Standard Clauses of Committees shall apply to the Committee.

Responsibilities of the Committee

The SonS UK NSC shall be responsible for:

- Ensuring that teachers and other educators participate in Science on Stage activities as required by membership of the Science on Stage organisation. This includes:
 - Promotion of Science on Stage activities and opportunities within the UK
 - Selection of the delegation to represent the UK at Science on Stage festivals
 - Selection and nomination of jury members, workshop presenters and participants for other possible roles at Science on Stage festivals
 - Identification, nomination and support of potential contributors to Science on Stage resource projects, webinars and other activities.
 - Providing information for Science on Stage newsletters and promotional materials
 - Providing data and information about Science on Stage activities within the UK to Science on Stage Europe
 - Ensuring that SonS UK is represented at Science on Stage General Assemblies and relevant governance activities;
- Supporting successful candidates in preparing for and representing the UK to the best of their abilities at Science on Stage festivals;
- Working with the Conference Secretary, Events Team and Regional Officers to provide Science on Stage educational input into sessions and activities at ASE conferences and online professional learning events;

- Working with the editors to input ideas for the development of journal articles across the ASE journal range;
- Supporting the Association and CEO to promote membership of ASE amongst the Science on Stage community;
- Collaborating with other organisation in the STEM subjects to promote and support Science on Stage activities;
- Supporting the Association and CEO to seek funding to support Science on Stage activities within the UK;
- Formulating recommendations that help shape the short-, medium- and long-term activity of the Association as it affects the Science on Stage community, including the Strategic Plan;
- Working with the CEO and operations team to support the implementation of the approved Strategic Plan, reporting progress and flagging any concerns or deviations to the CEO and Education Group;
- Identifying and responding to business opportunities as they arise, seeking approval from the CEO for any activity outside the agreed Strategic Plan; and
- Ensuring that all SonS UK NSC activities are conducted in line with Science on Stage and ASE strategic direction and policies/procedures.

All members of the Committee are expected to abide by the ASE Code of Conduct and other policies, including, but not limited to, the Equality, Diversity and Inclusion Policy, and Conflicts of Interest Policy.

Committee proceedings

There will be up to 3 meetings of the Committee per year – normally by teleconference – plus additional Committee or sub-group meetings as required to meet the international requirements of Science on Stage, such as selecting delegates for Science on Stage biennial festivals.

A quorum of the Committee shall be four.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee members (excluding co-opted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Committee meetings are to be minuted and actions agreed with a named lead and date of delivery. Draft minutes should be approved by the Chair and then circulated to the whole Committee. A copy of the minutes should be sent to ASE for the records. Minutes should be presented at the next Committee meeting and ratified by the Committee.

The Terms of Reference shall be reviewed every two years and approved by the Board of Trustees.

Last reviewed by SonS UK NSC	12 August 2023
Last Approved by Trustees	November 2023
Last Approved by Education Group	November 2023
Next Review Date:	November 2025

16. APPENDIX B: ASE COMMITTEE ASE SECRETARIAT AND STAFF TEAM SUPPORT

About ASE Committees

The ASE is run by the Trustee Body in close conjunction with ASE committees and sub-committees and the ASE staff team. The Education Group is nominally the executive committee of the ASE. It is accountable to the Trustee Body and leads on the strategic direction, policy priorities and educational activities of the Association. It has oversight of sub-committees, including membership committees, Editorial Boards and Special Interest Groups – an organogram is provided as Appendix C.

- Terms of Reference for the Board of Trustees, Education Group and the various Sub Committees and Special Interest Groups are included in Appendix A. These are updated biannually by each committee/group.
- Membership of all committees is maintained on CiviCRM.

Background and purpose of this paper

Committee chairs and committee members all provide their time voluntarily, free of charge, fitting the duties of Chair and committee member around their day jobs. It is important that ASE as an Association supports committee chairs, to ensure that any time given to ASE makes maximum use of their expertise and impact.

Historically, ASE used to have staff team members as a “point person” on each committee. This continues to be the case on some committees, but the role and responsibilities are not always consistent across committees and Chairs of committees are not sure what they can ask of ASE staff, and staff are unsure how they can support.

We have therefore reinstated named members of the ASE staff team to provide a secretariat to the Committees – i.e. key administrative and strategic support. The benefits of secretariat support include:

- Committee Chairs have their time freed up to focus on committee outputs, strategic agenda items and contributions such as authoring articles and resources/speaking at events/providing policy/practical advice, rather than searching for emails or trying to find time for meetings;
- There is greater communication between committees and ASE staff team, which will facilitate more alignment in activities/outputs and ensure that all activities contribute towards the strategic and operational plans;
- There is greater consistency in committee processes/agendas and minutes – both ASE staff team and Chairs know what support to expect; and
- Problems and concerns can be addressed more quickly and efficiently – with lead members of the team quickly raising issues with the CEO, or addressing problems directly.

Responsibility of committee staff leads

Named leads are available on request from ASE. These will be reviewed annually

The staff lead for each committee will:

- a) Maintain and update all committee details on Civi – e.g. ensure that all emails, Chair details, committee membership details, etc. are up-to-date.
- b) At least two weeks prior to a committee meeting, staff leads should schedule a meeting with the Chair of their allocated committee, to agree and draft an agenda. Staff leads should liaise with other staff members, including the CEO, in advance of this meeting with the Chair to ensure that all staff are able to help shape the agenda and align their activities with relevant committees, e.g. requests for speakers/articles/podcasts/events, etc. A committee calendar can be found online.
- c) In discussion with the Chair of the committee, the staff lead should draft the agenda using the template (see below) and run this past the Chair for approval.
- d) The staff leads should disseminate the agenda and any relevant papers to the committee, copying in relevant members of staff **using Civi mailing**. Outlook should not be used. Papers and the agenda should be sent at **least 1 full week in advance of the meeting**. **Relevant team members should be copied into agendas and papers.**
- e) The staff lead should liaise with the ASE staff team and/or other key people for input into committees – this may include requesting feedback or attendance at the relevant committee.
- f) The staff lead must attend the allocated committee meetings, whether face-to-face or online.**
- g) If the meeting is virtual, the staff lead should assist in the technical set-up/admittance of committee members and, if necessary, provide and set up Zoom or Teams links. Meetings may be recorded with the agreement of the Chair and committee members to assist with the taking of minutes.
- h) If the meeting is face-to-face, the staff lead should assist with the technical set-up of presentations/speakers and also ensure the provision of onsite refreshments, etc., if required. The staff lead should liaise with the Office Manager for support with refreshments if required.
- i) The staff lead should ensure that a minute-taker is identified – if a minute-taker is not identified, the staff lead should take on the role of clerk and minute-taker.
- j) If required, the staff lead should draft the minutes and send to the Chair for approval prior to distributing to the rest of the committee. Minutes should be written up within 1 week of the committee meeting. Minutes should be disseminated to the whole committee, copying in the CEO and Officer Manager, within 10 days of the meeting taking place. Minutes should be circulated using CiviCRM.
- k) The staff lead should feed back to the CEO and relevant individuals on actions, outcomes and follow-up required. The staff lead should record all actions in Monday.com for follow-up. An action table (see template below) should be included within the minutes and attached to the next agenda as an “Update on Actions”.
- l) The Office Manager sets diary dates for all the main committee meetings in the summer of each year; this is approved by the Trustees at Trustee Body meetings 3 and 4. The staff lead is responsible for identifying meeting dates (e.g. using a doodle poll) for any *ad hoc* meetings or sub-committee meetings that might take place at the request of the Chair or committee.

- m) On an *ad hoc* basis and as required, the staff lead should liaise with the Chair for any consultation/opinion/insight required by the ASE staff team for use in submissions/consultations/events/conferences.
- n) Staff leads should identify a deputy for any actions that they are unable to perform (i.e. due to absence, sickness or annual leave – this should be done in a timely manner and a full brief provided for the deputy). If in doubt, staff leads should consult with their line manager in the first instance, and then the CEO.
- o) Staff leads should raise any concerns/complaints/issues directly with the CEO in a timely manner. These may be matters raised by the committee or staff team, or issues observed by the staff lead themselves.

Agenda Template

Meeting of the xxxxxxxx
[Insert date]
[Insert location or Zoom]

No.	Time	Item	Lead	Paper
1	9.30	Welcome and Introductions: <ul style="list-style-type: none"> Apologies for absence Conflicts of Interest 	Chair	
2	xx.xx	Minutes of the last meeting held on xxxx	Chair	Paper 1
3	xx.xx	Matters Arising not already on the agenda	Chair	
4	xx.xx	Update on Actions from last meeting (see table attached)	Chair	Paper 2
5	xx.xx	Horizon Scanning/Topical discussion	Etc.	
6	xx.xx	Priority Items for discussion: e.g.: Advocacy/Projects/Conferences/CPD/Research/Research /Comms/Journals/Business development		Paper 3 etc
7	xx.xx	Standing Items/Governance/EDI		
8	xx.xx	Items for next meeting		
9	xx.xx	AOB		
10		Close Date of Next Meeting		

Table of Actions Template

[insert committee name and date of meeting]

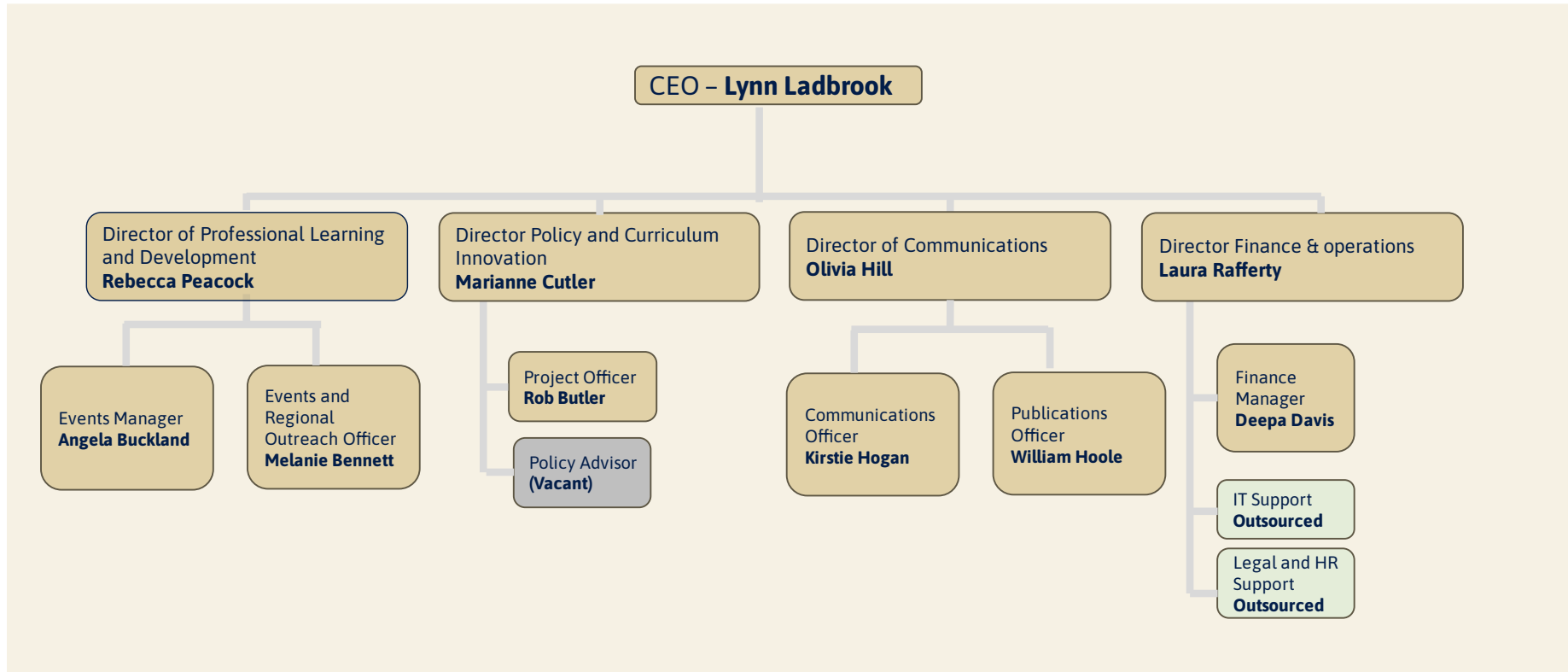
No.	Agenda Item number	Detail	Lead	Date/by when
1	2.2	[example text] ASE staff to draw up xxxxx	LL	09/23
2				
3				
4				

17. APPENDIX C: ORGANOGRAM OF ASE COMMITTEE STRUCTURE



ASE Committee Structure

18. APPENDIX D: STAFF ORGANOGRAM – AS OF SEPTEMBER 2024



19. APPENDIX E: ELECTION CYCLE AND TIMETABLE FOR COMMITTEE APPOINTMENTS

Position	Applications Open	Nomination or Application Deadline	Nomination scrutiny	Approval / election	Announcement
Chair-elect of the Association	January- on website, e-newsletter	From individual members, with 2 supporters. Deadline end March	ASE to check 3 years membership	Electronic ballot of members – 2 weeks during April Confirmed by the Trustee Body at Meeting 4 (June/July)	On website, early July
Trustee Body member (from membership)	February – on website, e-newsletter	From either individual members, or Regions with 2 supporters. Deadline 31st May	ASE to check 3 years membership	Online ballot of members – 2 weeks during June. Confirmed by the Trustee Body.	On website, early July
Q and A Committee member	-----“-----	From either individual members or Regions with 2 supporters. 31st May	ASE to check 5-year membership	Online ballot of members – 2 weeks during June – confirmed at the following AGM	On website, early September
Committee Group appointments	-----“-----	Via online application Deadline 31st May	ASE to check 3 years membership	Decision by Chair of Committees/Groups Confirmed by the Trustee Body at meeting 4	Individuals informed by End of July. Website updated by September

Each candidate for the Trustee Body or the Quality and Audit Committee must be nominated by one route only (i.e. from the membership or from the region).

The system for election used is “first past the post”.

In the event of a tied vote for any position, this will be resolved by the flip of a coin, supervised by a member of the Quality and Audit Committee.