



ASE OPERATING PROCEDURES



MARCH 2022

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The Association
for Science Education

Promoting Excellence in Science Teaching and Learning

THE ASSOCIATION FOR SCIENCE EDUCATION OPERATING PROCEDURES – March 2022

SECTION 1 INTRODUCTION

The governance of the Association is the responsibility of ASE's Trustee Body which is the board of trustees. The composition of this body and its mode of working are set out in Section 4 of this document. The Association's Charter also provides for a Quality and Audit Committee to oversee the functioning of the governance on behalf of the members.

As the Trustee Body is small, and as effective discussions and decision making can take place at the physical meetings and through telephone and electronic contact, there are no sub committees for oversight of finance, staffing etc. A Chair is elected from among the members of the Trustee Body to lead this group, although all decisions are the collective responsibility of the Trustee Body. Matters relating to science education are discussed by the Education Group of the Association (see Section 5) 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 Chief Executive who is in attendance at the meetings of the Trustee Body, the Quality and Audit Committee and the Education Group.

Changes to this document are made with the agreement of ASE's Trustee body and Quality and Audit Committee.

ASE's Best Practice Guidance documents on matters of science education are the responsibility of the Education Group and are placed on the ASE website.

SECTION 2 ASE'S STAKEHOLDERS

ASE's Partners, Collaborators and Sponsors

Throughout its history, ASE has worked in partnership with many other organizations. It has always been important to maintain connections with the world of science and with educational research.

The Association for Science Education (ASE), as a licensed body of the Science Council is empowered under the terms of its Royal Charter to award Chartered Science Teacher (CSciTeach), Registered Scientist (RSci) and Registered Science Technician (RSciTech) to individuals who meet the requirements. The register of Chartered Science Teachers is a special section of the Science Council's register of Chartered Scientists (CSci) which underpins the quality and equivalence of the awards.

ASE is a member of 'The Alliance' (formerly known as SCORE), which brings together the Royal Society, the Institute of Physics, the Royal Society of Chemistry and the Royal Society of Biology to consider science education issues.

As an Association we work with many different partners to deliver a range of events, conferences, educational resources and special interest projects. We also have corporate and charitable members from whom we receive continued support.

Other partners include the large trusts and foundations which have funded and worked collaboratively with us. These include Wellcome, the Gatsby foundation, the Nuffield Foundation and the Primary Science Teaching Trust.

Many organizations are associated with ASE through the Annual Conference. Educational publishing companies and examination boards routinely sponsor and have a presence at the Conference and science equipment suppliers also take part in the exhibition. Other companies sponsor regional activities.

In addition to these, the ASE has had close links to government and government agencies throughout its existence. Frequent contacts take place with the Department for Education and with Ofqual, Ofsted and other education agencies

SECTION 3 PRINCIPLES OF GOOD GOVERNANCE

The Good Governance guide and other sources

ASE makes every attempt to abide by best practice in terms of governance. Trustee Body members undertake training in governance based on the Good Governance Code which sets out best practice for governing a voluntary or community organisation. The Code is not mandatory but organisations that comply with it are invited to state this in their Annual Report and other relevant published material. The Principles of Good Governance, as set out in the Code are as follows:

An effective board will provide good governance and leadership by:

- Understanding their role;
- Ensuring delivery of organisational purpose;
- Working effectively both as individuals and as a team;
- Exercising effective control;
- Behaving with integrity and
- Being open and accountable

As a Registered Charity with the Charity Commission in England and with the Office of the Scottish Charity Regulator, ASE is obliged to submit its Annual Report and Accounts on time and has complied with this obligation in the recent past. In addition, ASE keeps track of changes to charity guidance via the Chief Executive who alerts the Trustee Body to any significant changes. The Chief Executive ensures that the Trustee Body is kept up to date by networking in appropriate quarters and subscribing to appropriate publications. The "knowhownonprofit" website is used for online training modules for trustees.

In order to carry out their role in oversight of ASE's finances, the incoming members of the Trustee Body undertake training on charity financial regulation and on ASE's accounting systems. For example the Charity Commission guidance 'The Essential Trustee: what you need to know, what you need to do(CC3)' is used in this context.

They are then able to receive the report of the auditors and hence recommend the acceptance of the accounts by the Annual General Meeting.

Review of ASE's Governance

The structure and operation of the governance of the Association is continuously monitored and periodically reviewed by the Quality and Audit Committee. The terms of reference for any review are derived from best practice as indicated by the Charity Commission, OSCR and other reputable sources.

SECTION 4 ASE TRUSTEE BODY

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 Education Group of the Association
- 3 members elected from the membership by direct vote
- 4 Four further members appointed by the Trustee Body.
- The Chair of the Association (may be delegated to the immediate past-Chair of the Association)

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

The Chief Executive shall be in attendance at Trustee Body meetings, supported by other members of the staff of the Association as necessary.

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.

A Trustee to be elected to represent the Trustee Body on Q & A.

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. 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 Trustee Body for one further year as Immediate Past Chair.

Three members elected by the membership – Members can apply via the application form with the Chair Trio and Chair of Trustees making the final decision as to whom will become Trustees. The Chair and Vice Chair of the Trustee Body have responsibility for obtaining the Trustee Body's views on appropriate candidates for appointment to represent Trustees on the Quality and Audit committee and for eliciting suggestions. The post holder must bring experience of ASE's governance structure in the context of charity governance and of the systems such as financial management and risk management in order to explain Trustee Body actions knowledgeably within the Quality and Audit Committee. When the period of office of the existing holder of this position approaches the end, the Trustee Body must decide whether to re-appoint the incumbent (if eligible – a maximum of two terms of three years is allowable) or to appoint a new person to this post. The process is to be finalised at the final Trustee Body meeting before the end of the year prior to appointment.

Four further members appointed by the Trustee Body. The skills audit will be refreshed annually to reflect the skills of the current members of the Trustee Body who complete the form upon appointment. In discussion with the CEO, the Trustee Body will then have a summary of the skills and experience which are in place within its membership, and which require strengthening. ASE members or non- members may fill the places and the post of

Treasurer may be filled from the appointed members. It is expected that should a non-member be appointed to the Trustee Body, they would join the Association upon appointment.

The Chair of the Association (commonly delegated to the Past Chair). This place on the Trustee Body is to be decided by the Chair of the Association for the year. The intention is that the experience of chairing the Education Group and acting as a spokesperson and representative for science education on behalf of ASE is very valuable for the Trustee Body, but that this may be too much of a commitment to be a requirement for during the Chair year. If the Chair should decide to take up the position on the Trustee Body, the Rules allow them to continue in that role for a further year if the incoming Chair decides against taking the place on Trustee Body during their Chair year.

Observers on the Trustee Body

A representative from the Quality and Audit Committee will attend the Trustee Body as an observer but will not be a trustee and will not have voting rights.

The representative from Quality and Audit Committee may be the Chair or any member of that Committee, except the Trustee Body representative and will be appointed by that committee to observe at Trustee Body meetings. This person can input into the discussion as appropriate but does not have the responsibilities or voting rights of a Trustee.

The past Chair and Chair-elect are encouraged to attend Trustee Body meetings as observers.

Any further observers are to be invited at the discretion of the Chair, 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.

Chair and Vice Chair of the Trustee Body

The Chair of Trustees will be elected on the completion of the term of office of the previous Chair. Each year a decision will be made by the Trustee Body at their last meeting of the year as to whether or not to call an election for Chair. Elected and appointed representatives shall serve on the Trustee Body for a period of three years; renewed by reappointment not more than once in immediate succession, unless the Trustee is completing their term of office as Chair of Trustees.

The Vice Chair is elected at the 1st (Training) Meeting of the Trustee Body in September each year.

Responsibilities of the Trustee Body including the Chair of Trustees

The Trustee Body is charged with the "direction and management" of the Association by the Charter. These leadership responsibilities can be divided into three major categories, which lead to a structure for the meetings. These are:

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 a process in place to refresh it regularly. From the Strategic Plan the annual Business Plan is drawn to guide the priorities of the Association for staff and members each year. 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. This evidence is collected annually by means of reports against Strategic Objectives from staff and all membership bodies (committees, expert groups, Regions) and forms the basis of the statutory Annual Report.

Alongside the Strategic Plan, the Trustee Body is responsible for risk management of the Association and the Risk Register is the document that encapsulates this. The Trustee Body should spend time reviewing the Risk Register as presented by the CEO and engage in the development of the document.

Fiduciary

These are the responsibilities of the Trustee Body that are concerned with overseeing the control of various aspects of the charity. They include 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 headquarters operation of the finances 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 on the text of this report.

Current issues

These are the issues which arise from time to time on which the Trustee Body needs to make decisions or receive information. Under this heading, 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. See Section 4.9 for details of the formation of Working Groups.

Meetings of the Trustee Body

The Trustee Body must have 2 full meetings per year, although 3- 4 meetings is normal practice - timed to allow the correct overseeing of its fiduciary and legal duties and one in each traditional term. At its first meeting in September some training, plan for the year ahead and complete any elections or appointments not yet finalised. This day is also an opportunity for new Trustees to meet with those in place so that the decision making processes within the Trustee Body meetings and between them have a basis in a face-to-face meeting.

Format and timing of Trustee Body meetings

After prior consultation on the agenda between the CEO and Chair of the Trustee Body, all Trustee Body papers will be available to the Trustees, at the latest, seven days before the Trustee Body meets. The individual documents, labelled so that they can be identified with

the place in the agenda will be emailed to Trustee Body members which they can print if they wish for hard copy ahead of the meeting. A hard copy booklet of all papers will be provided at the meeting if requested.

The meetings will take place at ASE HQ starting no later than 10 am. The CEO will be in attendance at all meetings. In addition the following ASE staff will routinely attend:

- PA to the Chief Executive – minute taker.
- Head of Finance

Conduct of Trustee Body meetings

Trustee Body meetings have a quorum of **five members**. 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 electronically, 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 voted. (see Rule 20). 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.

Between meetings, HQ staff will update the Trustee Body monthly on financial progress via the Management Accounts, the Profit and Loss accounts, the Funds statement and the Exception report.

All decision-making should thus fall into either a face-to-face meeting or a Trustee Body discussion period.

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, that record, printed, 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 in hard copy only by the CEO and will not be published as part of the Minutes of the meeting in order to preserve confidence.

Trustee Body minutes

The minutes of the Trustee Body perform several functions, some of which do not align and may lead to some editing being required before they are generally made available to members. The following procedures will ensure that actions can be taken based on the unapproved minutes and that the membership has access to the approved minutes as soon as possible:

Before each meeting the Chair of the Trustee Body should consult with the minute taker (usually PA to CEO) in order to establish an efficient method for recording the principal decisions and actions for the meeting minutes.

After the meeting the minutes are written up and approved by the CEO within one week

The Chair of the Trustee Body then makes amendments and returns the minutes within one further week

Draft minutes are available on the Trustee Body section of the ASE website from this date.

Draft minutes are made available to members of the Quality and Audit Committee.

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

Any inaccuracies noted by Trustee Body members should be notified to other Trustee Body members on the Trustee Body Forum

At the following Trustee Body meeting, minutes are approved and signed for the hard copy record.

Chair reviews the minutes for any sensitive or personal items following which they are placed in the members' documents section of the website "About ASE"

Development of the Strategic Plan

The CEO will produce 3 year strategic plans Strategic Plan . 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 after two years of operation.

The CEO will produce RAG reports for the Trustee Body which report progress against the targets in the Strategic plan. As part of the Trustee Body's Fiduciary duties, a report against the Strategic Plan should form part of the Annual Report of the Association and Trustee Body should see that the information for this report is assembled from staff, Regions, standing Committees and Expert Groups in a timely fashion.

Strategic plans cover a three year period. 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 after two years of operation with a view to requesting an immediate review or permitting the Plan to stand for the full five years. As part of the Trustee Body's Fiduciary duties, a report against the Strategic Plan should form part of the Annual Report of the Association and the Trustee Body should see that the information for this report is assembled from staff, Regions, standing Committees and Expert Groups in a timely fashion.

Trustee induction, training and development

Members of the Trustee Body, as Trustees of the Association, should take responsibility for their own development as Trustees and ensure that they request training if they feel that it is required. Trustees should also ensure that they have read the Good Governance Guide (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 for a detailed briefing. At the first Trustee Body meeting of the year they will become familiar with the general reporting requirements of the charity and be able to engage with the management accounting system at ASE through the good offices of ASE's accountant. Specific training needs, common to all Trustees, may be addressed by inviting an external trainer to attend this meeting.

Formation of 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 should have the following features – they should:

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

Working Groups will bring reports and requests for actions and decision-making back to the full Trustee Body for comment and action. The intention should always be that they exist in a "task and finish" mode.

SECTION 5 EDUCATION GROUP – the forum for discussion of issues in science education

5.1 Recruitment to ASE Education Group

The Education Group will meet up to three times per year at the Headquarters of the Association and made up of the following:

- **The 3 Chairs** of the Association (past Chair, Chair and Chair-elect), changing roles on 1 August each year. The Chair elect is elected by a ballot of the membership. The Chair and past Chair automatically assume their roles on completion of the previous year's role.
- Up to **12 members** to serve for a period of 3 years (renewable once) – Members can apply via an application form and the decision to the Education Group will be made by the Chair Trio in order that Regions can be presented and skills taken into account.
- **1 Trustee**
- Up to a **maximum of 9** co-options to include representation from special interest groups and standing committees of the Association, to ensure that relevant interests and expertise are covered. Co-opted Education Group members will remain in place for one calendar year at a time with an option to be renewed for a total of up to three years. The right to co-opt to is to be exercised by the three Chairs following a skills audit of the Education Group to take place each year. Co-optees have full voting rights as members of the Education Group.

This will give attendance at the Education Group of between 18 and 26, supported by the Chief Executive and other members of staff as appropriate. The existing Chair trio will discuss the composition of the Education Group for the coming year and decide, given the likely issues in science education and within the Association, the nature of further co-options.

5.2 Responsibilities of Members of The Education Group

In taking up a position on the Education Group of ASE 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.

The following involvement is expected:

- First and foremost - to be an effective link between members of the Association and the Education Group and to communicate effectively, particularly within their locality.
- To prepare diligently for the meetings of the Education Group by reading the materials sent in advance and taking part in the forum discussions
- In addition to attending meetings, to devote time and energy to ensure that ASE continues to support its members.

- To facilitate and develop local or online activity including CPD, resource provision and local networking for members in collaboration with the regional networks and Field Officers.
- 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 Education Group must have the following qualities and expertise:

- Excellent communication and listening skills
- A commitment to the work of the Education Group and of the Association
- A high standard of personal professional development including preferably having already achieved, or have applied for the status of RSciTech, RSci or CSciTeach

5.3 The work of the Education Group, including the format of meetings

The Education Group of the Association will meet regularly in order to:

- monitor and promote developments in science education (across the nations of the UK and internationally);
- monitor and reflect the needs and views of members and others involved in science education;
- encourage and facilitate two-way communication with members;
- develop and maintain an appropriate and up-to-date suite of Good Practice Guidance documents on matters pertaining to science education.

The work of the Education Group each year is set by the Strategic Plan of the Association which is the means by which the Trustee Body assigns the priorities in any one year from the Association's strategy, as set out in the Strategic Plan. An Action Plan for the Education Group is set each year following consultation between the Chair of the Trustee Body and the incoming Chair of the Association. A pro forma for this is to be found in the Appendices to these Operating Procedures, and it will include SMART targets for the Education Group.

The Chair leads the Trio in developing an action plan which is negotiated particularly with the incoming chair elect. This is approved by the Chair of Trustees, and is available so that the work of Education group can be monitored.

Using this Action Plan, the Chair trio will meet periodically to plan the proposed agendas for the Education Group meetings during the year. The Action Plan and agendas will be accessible to all members via the ASE website.

5.4 Meetings of the Education Group

There will be up to 3 physical meetings of the Education Group to be complemented by activity between meetings, which may include responses to consultations, drafting of good practice guidance and activity at the Annual Conference.

The Chair will finalise each detailed agenda in consultation with the following Chair-elect and Past-Chair. Each meeting agenda will be flexible and responsive to circumstances but the format will comprise a balance of discussion, information sharing and workshops (with tangible outcomes). It is expected that each education group member will be able to use their shared learning to support their own application for professional recognition

Standing items may include:

- Workshops with subjects informed by current issues in science education
- Two way communication of ideas from Regions/Committees/members/ and sharing of useful information, especially from those who represent ASE on external bodies
- Brief update on responses to consultations
- Production/review of good practice documents and topical position statements
- In the May meeting progress with objectives set by the Action Plan will be reviewed
- The Chair or representatives may communicate the work of other ASE groups and committees where this is relevant to the work of Education group

Any member of the Group who fails to attend 3 consecutive meetings, including electronic 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.

5.5 Relationships between the Education Group, the Trustee Body, the Membership Committees, Editorial Boards and Specialist Groups of the Association

The Education Group is responsible to the Trustee Body and has an oversight for the work of the Membership Committees, Editorial Boards and Specialist Groups of the Association, through the Chair. The Chair attends meetings of the other groups, and co-ordinates activity linking to the Strategic Plan across these groups. Discussion with the Chairs of the various groups helps to determine their priorities for the year ahead

Co-opted Education group members bring two way communication in and out of the group.

A Trustee Body member has a place on Education Group, and the Past Chair and Chair of the Association are members of Trustee Body.

Towards the end of the ASE financial year, reporting against the Action Plans will be necessary in order to monitor activity and to compile the statutory Annual Report of the Association. This is to be done electronically following the timetable shown below:

September	All draft action plans to be complete at the Trustee Body Training Day / Chair trio induction for subsequent discussion with Chairs of groups
June	Membership Committees, Editorial Boards and Specialist Groups, and regions submit their activity reports (using a proforma provided by the CEO) against Action Plans to the CEO. These reports, could include photographs and statistics where possible to illustrate the Annual Report
July	CEO sends activity reports to the Chair trio who adds the Education Group report. These reports are used to compile the Chairs introduction to the Annual Report, with other information used by the CEO to complete the report Trustee Body July. Any issues with reports are discussed including feedback to be communicated to those reporting
July	Compilation of Annual Report commences

1 July to 1 September

Evaluation and feedback from the reports received from the Membership Committees, Editorial Boards and Specialist groups to be communicated by the member of the Chair Trio acting as Trustee of the Association back to those groups.

5.6 Relationship between the Education Group and the Regions of the Association

All Regions of the Association should encourage members to apply for membership of the Education Group, although not all regions will have a representative on Education Group at any one time. Regions wishing to input to Education Group may do so via the Chair trio if they do not have a member on the Education Group.

The key point of communication between the Education Group and the Regions is the Region Officers' meeting held in the autumn term of each year.

SECTION 6 RESPONSIBILITIES OF THE CHAIR, CHAIR ELECT, AND IMMEDIATE PAST CHAIR OF THE ASSOCIATION

6.1 CHAIR OF THE ASSOCIATION

Responsibilities:

- To Chair the Education Group of the Association and 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 past-Chair of the Association
- To be part of the Chair trio group in coordinating 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 and act as a figurehead at the Annual Conference.

Period of Office:

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

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 under Specific Tasks.
- Frequent visits to Headquarters for planning and further meetings.
- 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 3-4 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 work day, ASE will provide this within the limits of the annual budget. However, no positions on the Trustee Body or the Education Group are remunerated.

6.2 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 Education group
- To make contact with a number of Regions of the Association.
- To prepare for the subsequent year as Chair of the Association.
- To be part of the Chair trio group in coordinating 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

Period of Office:

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

This to be followed by 1 year as Chair of the Association and 1 year as Past Chair

Selection Procedure:

Election by ballot of the members or where only one applicant, a period of time on website when comments are sought for approval by Q & A.

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. See Special Conditions above but note that commitment is likely to be at a lower level than that of Chair of the Association.

6.3 IMMEDIATE PAST-CHAIR OF THE ASSOCIATION

Responsibilities:

- To represent the Association at appropriate events as requested by the Chair of the Association.
- 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.
- To continue with the promotion of one or more key Association initiatives, which were developing during the previous year
- To be part of the Chair trio group in coordinating the work of Committees, Editorial Boards, Specialist Groups and Regions with the Education Group under the aegis of the ASE Strategic and Business Plans

Specific Tasks:

To attend the Annual Conference.

To monitor the working of the Education Group with a view to recommending improvements

Period of Office:

1 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 under the Specific Tasks given above, plus involvement in a number of occasional events.

Refer also to Special Conditions above but note that commitment is likely to be at a lower level than that of Chair of the Association.

SECTION 7 QUALITY AND AUDIT COMMITTEE

There shall at all times be a Quality and Audit Committee whose purpose shall be to monitor the Trustee Body's management of the Association's resources and to report accordingly to the members in a General Meeting. The Committee shall have power to require the production of such information by the Trustee Body its Officers and the employees as the Committee shall consider necessary.

The Committee shall comprise not less than three nor more than five Members of the Association who shall not be members of the Trustee Body save for the Trustee Body Representative. The power of appointing new or additional members of the Committee shall be vested in the members in a vote of members except that the Trustee Body shall exercise the power to appoint one of its members to the Committee as the Trustee Body Representative. In addition the Committee shall have power to co-opt up to two persons each year to serve on the Committee for that year who are not necessarily Members and whose expertise is considered to be of value to the Committee. Such co-opted members of the Committee shall be advisers without voting rights.

No persons shall become members of the Quality and Audit Committee whether on the first or any subsequent occasion unless and until they signify their willingness to act as such by signing a written declaration to the effect that they accept that office and are willing so to act in accordance with the Rules at a General Meeting of the Association.

Every matter falling to be determined by the Quality and Audit Committee shall be determined by a majority of the members present and voting on the question. 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 but no member shall in any other circumstance give more than one vote. There shall be a quorum when three members (excluding co-opted members) are present in person at a meeting.

7.1 Recruitment to the Quality and Audit Committee

The procedure currently adopted for the election to Q&A Committee is set out below:

- In the event of a vacancy occurring the call for nominations is announced in March on website, in the e-newsletter and in EiS. This is instigated by the Chair, Q & A Committee.
- The nomination form is also available to download from the website.
- Deadline for nominations is May 31st
- Voting will take place on the ASE Website
- The period of office shall normally be 3 years commencing on 1st August and renewable twice – therefore maximum term of office will be 9 years.
- Membership of those elected will be confirmed at the next AGM.

7.2. Quality and Audit Committee Remit

From time to time the Quality and Audit Committee will review its remit. Any review must be

presented to the members for their approval at the Annual General Meeting and must be consistent with the parameters set for the Committee in the By-laws and Rules of the Association.

The remit quoted below was approved by the members in the AGM in January 2014:

Constitution

The By-laws of the Association state- 'There shall at all times be a Quality and Audit Committee whose purpose shall be to monitor the Trustee Body's management of the Association's resources and to report accordingly to the members in a General Meeting. The Committee shall have power to require the production of such information by the Trustee Body and its officers as the Committee shall consider necessary'."

Membership

The Committee shall be constituted independently of the Trustee Body. It shall comprise of neither less than three nor more than five members of the Association who shall not be members of the Trustee Body save for the Trustee Body representative. The powers of electing new or additional members of the Committee shall be vested in the membership and confirmed at a General Meeting save that the Trustee Body shall exercise the power to appoint one of its members to the Committee as the Trustee Body Representative. On election members of the Committee may take up post immediately. In addition, the Committee shall have the power to co-opt up to two persons each year to serve on the Committee for that year. The co-options would not necessarily be members of the Association but would have expertise considered to be of value to the Committee. Such co-opted members of the Committee shall be advisers without voting rights.

No persons shall become members of the Quality and Audit Committee whether on the first or any subsequent occasion unless and until they signify their willingness to act as such by signing a written declaration to the effect that they accept that office and they are willing so to act.

No member of the Quality and Audit Committee shall hold office for more than nine consecutive years. On appointment a member will need to re-submit for re-election to the Committee after each three year period in office. Any member may retire from office earlier by giving one month's written notice to the Trustee Body of intention to do so; but any member who has held such Office for nine consecutive years shall then cease to hold office whether or not notice has been given.

Any of the members may be removed by resolution of the Association passed in accordance with the rules at a General Meeting of the Association.

Voting rights

There shall be a quorum when three members (excluding co-opted members) are in attendance. Every matter falling to be determined by the Quality and Audit Committee shall be determined by a majority of the members present and voting on the question. 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 but no member shall in any other circumstance give more than one vote.

Conduct of Meetings

The Chief Executive will normally attend meetings of the Committee. In discussion with the Committee Chair other members of staff may accompany the Chief Executive. Others with

appropriate expertise may be invited to attend meetings or for particular agenda items at meetings. Meetings shall normally be held three times per year; additional meetings shall be held on agreement of members.

Duties

In line with the By-laws of the association, the duties shall include:

- discussion/agreement with the Chief Executive 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;
- overseeing the Association's policy on fraud and irregularity.

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

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 Chief Executive any information it requires in order to fulfill 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 should be agreed with the Chief Executive/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 statement. 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 Chief Executive and to members of the Trustee Body.

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.

Review/Self-assessment

The Committee will periodically review and update its remit. Where changes are proposed these will be notified to a General Meeting and will need to be agreed by members.

SECTION 8 ASE'S COMMITTEES, EDITORIAL BOARDS AND SPECIALIST GROUPS

8.1 The work and responsibilities of Committees, Editorial Boards and Specialist Groups

In the structure of ASE's governance, specialist groupings are considered differently depending on their purpose. Their reporting structure is set out below.

- Membership Committees represent different sectors of the membership
- Editorial Boards work on the content of journals
- Specialist Groups have expert knowledge of specific areas of science education

These groups are constituted differently, but all derive their work from the Strategic Plan of the Association, which is developed each year, depending on the priorities for that year. Each year, an Action Plan is developed as described below to set the work of each of these groups and the report against this Action Plan contributes to the Annual Report of the Association, part of ASE's statutory reporting responsibility. The decision as to whether a Committee, Editorial Board or Specialist Group should be set up is the responsibility of ASE's Trustee Body. Should a grouping prove to require change before the review period, the Trustee Body has the authority to either wind up a grouping, or create a new grouping taking advice from the Education Group and the CEO.

8.2 Membership Committees

The Membership Committees represent discrete sectors of the membership. Currently these are:

- Primary Science Education Committee
- Science Education 11-19 Committee
- ASE Futures Committee
- Science Laboratory Technicians Committee

Individual membership of a Committee may be applied for by paid up members of the Association on the application form provided and supported by an appropriate person i.e. an ASE member, or Head Teacher etc. following advertisements in EiS and on the web site. Appointments for individual members are for a three-year term, with the option for re-appointment once without a break. Any applications will be sent to the current Chair of the Committee and the decision to on membership will be made with the agreement of the Trustees.

Further appointments to address skills gaps, and encourage future membership may be made by with the agreement of the Trustee Body, which will consult with the Chair trio as above.

It is suggested that no more than 12 members be on a committee.

The Chair (and the option of a Committee Secretary) of the Committees shall be elected from the membership of the Committee. Once agreed, the total period of service on the committee is up to nine years.

Any member of the Committee who fails to attend 3 consecutive 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.

8.3 Responsibilities of members of the Membership Committees

In taking up a position on a Membership Committee of ASE a member agrees to be an ambassador for ASE. This will be demonstrated by the Committee 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. A Membership Committee 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 Membership Committee 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 Membership Committee must have the following qualities and expertise:

- Excellent communication and listening skills
- A commitment to the work of the Membership Committee and of the Association
- A high standard of personal professional development including preferably having already achieved, or have applied for the status of RSciTech, RSci or CSciTeach

8.4 The work and accountability of the Membership Committees

As described above, the work of the Membership Committees derives from the Strategic Plan of the Association. The Committee's Action Plan is developed by the Chair trio in consultation with the Chair of the Membership Committee and approved by the Trustee Body. The activity shown in the table is expected from each Membership Committee, and the contact for progressing this activity is also shown:

Activity	Contact
Represent the views of the Membership community which they represent	Committee delegate to the Education Group; ASE CEO; Communications and ASE
Promote membership within the membership community	ASE Headquarters Field Officer Coordinator
Annual Conference events	Business Liaison Manager/Conference Secretary
Journal articles	Journal editor / Journals Co-ordinator
Website and online content	ASE HQ Communications and ASE Voice Lead
Contribution to projects and policy	ASE HQ CPD (Projects) Lead
Promote professionalism via the Registers	Registrar
Communicate progress with all activity	delegate from Membership Committee to the Education Group

As can be seen from above, there are many communication channels for progressing the work of the Membership Committee and in the past a single member of HQ staff was the conduit for all communication. The model above is suggested as an improvement on this, with appropriate contact used for the task in hand. Names and contact details will be provided to Committee chairs at the beginning of the year, and a member of HQ staff will usually attend all meetings. Depending on the focus of the meeting, this person could change – Their role is not to “service” the committee but to enable it to work well.

A report against the Action Plan for each Membership Committee must be presented to the Trustee Body via the Membership Committee’s representative on the Education Group by end of August each year. This report contributes to the Annual Report of the Association; part of ASE’s statutory reporting responsibility.

8.5 Membership committees – ways of working

As described in the Rules of the Association, each Membership Committee has the power to regulate its own procedure. However, when the Membership Committee 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 at ASE Headquarters

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

8.6 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
- Primary Science Editorial Board
- Science Teacher Education Editorial Education in Science Editorial Board
- The Journal of Emergent Science Editorial Team
- International

8.6.1 Editorial Boards – recruitment

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

Individual members of an Editorial Board will be sought by the Editor/Chair in order to appointment the most suitable people with the appropriate skills.

There is no time limitations to the appointment.

Each Editorial Board may decide on the maximum number of members, taking into consideration the budget, and the quality of discussion if the Board size exceeds 12.

8.6.2 Responsibilities of members of the Editorial Boards

In taking up a position on an Editorial Board for ASE a member agrees to be an ambassador for ASE. This will be demonstrated by the Editorial Board 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. An Editorial Board member promotes 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 Editorial Board by reading the materials sent in advance and taking part the discussion in their area of expertise
- To be pro-active in suggesting content and strategy for their journal or the web presence

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

- Excellent communication and listening skills
- A commitment to the work of the Editorial Board and of the Association
- An excellent standard of English writing and editing skills, as demonstrated by published articles or a significant online presence
- For the website editorial board, online writing and editing skills and experience along with some technical knowledge

8.6.3 The work and accountability of the Editorial Boards

The work of the Editorial Boards derives from the Strategic Plan of the Association and annually from the Business Plan. However, the work of the Editorial Boards is on-going, spanning years and also depends on the Trustee Body decisions as to the number and nature of journals in line with budgetary decisions and the changing demands of members. The major function of each Editorial Board, with the ultimate responsibility vested in the Editor, is to source and prepare for print high quality articles, news items, reviews and other copy in a timely fashion for every issue of the journal for which they have responsibility.

Editors may be invited to take part in the Education Group meetings from time to time

In the case of ASE's web presence, members of the Editorial Board will be asked to review content and structure of specific parts of ASE's online presence for discussion at a meeting followed by a summary of the recommendations to be presented to the Education Group and ASE HQ.

A brief report against the Action Plan for each Editorial Board must be submitted to the Education Group via the Chair trio by 15 June each year. This report contributes to the Annual Report of the Association; part of ASE's statutory reporting responsibility.

8.6.4 Editorial Boards – ways of working

As described in the Rules of the Association, each Editorial Board has the power to regulate its own procedure and the responsibilities of individual members. However, when the Editorial Board 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 CEO.

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.

8.6.5 Editorial Boards – budget

Each Editorial Board has a fixed budget for face to face meetings, which is managed by the Editor.

It is anticipated that very few face-to-face meetings will be held, with a majority of online meetings. The Editorial Board for ASE's web presence may meet exclusively online.

8.6.6 Editorial Boards – communication

Editorial Boards are expected to have links with all other membership groupings including the Membership Committees, the Region Committees, the Expert Groups and the Education Group in order to source materials for the journals and to inform them of upcoming articles which may be of interest.

Editorial Boards have a direct relationship with the Communications and Voice Lead through the Editor's line management, but the operational relationship is with the Journals Co-ordinator who co-ordinates the production of the journals.

8.7 Specialist Groups

In addition to the Membership Committees and Editorial Boards, a small number of specialist groups are needed to be proactive, and to guide, advise and react to specific areas of work. Specialist Groups are output driven, working both pro-actively and re-actively. ASE's Education Group directs their activity but their set up and continuation is subject to Trustee Body approval. As with the Membership Committees and Editorial Boards, the work of the Specialist Groups derives from ASE's Strategic Plan and annual Business Plan.

The Specialist Groups are:

- Publications Specialist Group
- Health and Safety Specialist Group
- Research in Science Education Specialist Group
- International Aspects of Science Education

8.7.1 Specialist Groups– recruitment

The Chair (and the option of a Secretary) of the Committees shall be elected from the membership of the Group. Once agreed, the total period of service on the committee is up to nine years.

- Individual membership of a Specialist Groups may be applied for with via the application form and with support from an appropriate person, either an ASE member or a HoD or Head Teacher etc. following advertisements in EiS and on the web site.
- Further appointments to address skills gaps, and encourage future membership may be made by co-option with the agreement of the Chair trio as representative of Education Group.
- Specialist Groups should contain a maximum of 10 members
- Trustee Body may allow variations to this model on the recommendation of the Chair trio, if, for example, a different model derived from the historical structure of the Specialist Group is in existence and working sustainably.

8.7.2 Responsibilities of members of the Specialist Groups

In taking up a position on a Specialist Group for ASE a member agrees to be an ambassador

for ASE. This will be demonstrated by the Specialist Group 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. A Specialist Group member promotes 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 Specialist Group by reading the materials sent in advance and taking part the discussion in their area of expertise
- To be pro-active in suggesting priorities for the Group to address

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

- Excellent communication and listening skills
- A commitment to the work of the Specialist Group and of the Association
- Proven expertise and current involvement in the remit of the Specialist group
- The Chair or leader of the Specialist Group is responsible for ensuring that a balanced reflection of the views of Group is reflected in the advice given.

8.7.3 The work and accountability of the Specialist Groups

As described above, the work of the Specialist Groups derives from the Strategic Plan of the Association and annually on the Business Plan. The Education Group will, as represented by the Chair trio, develop the Group’s Action Plan and the Chair of the Specialist Group will be invited to comment and add priorities which derive from their specialist knowledge.

Specialist Groups are expected to be active in promoting their field of expertise throughout the membership, and in communicating changes and opportunities within their field of expertise. This may be through items in the journals, sessions at the conferences, items on the website, sessions on ASEchat etc. and through input to the Education Group and the Membership Committees.

The activity shown in the table is expected from each Specialist Group, and the contact for progressing this activity is also shown:

Activity	Contact
Annual Conference events	ASE HQ Conference team and CPD Leads to discuss content
Journal articles	Journal editor
Website and online content	ASE HQ Communications Lead
Respond to requests for expertise with reference to projects and policy	ASE HQ Communications and Voice Lead or CEO
Communicate progress with all activity	The Education Group via the Chair trio

As can be seen from above, there is a number of communication channels for progressing the work of the Specialist Group and in the past a single member of HQ

staff was the conduit for all communication. The model above is suggested as an improvement on this, with appropriate contact used for the task in hand. Names and contact details will be provided to Specialist Group chairs at the beginning of the year, and a member of HQ staff will usually attend all meetings. Depending on the focus of the meeting, this person could change.

A report against the Action Plan for each Specialist Group must be presented to the Education Group by 15 June each year. This report contributes to the Annual Report of the Association; part of ASE's statutory reporting responsibility.

8.7.4 Specialist Groups – 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. 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.

8.7.5 Specialist Groups – budget

Each Specialist Group has a fixed budget for face to face meetings, which is managed by the Chair/Finance team. It is anticipated that very few face-to-face meetings will be held, with a majority of online meetings.

8.7.6. Specialist Groups – communication

Specialist Groups are expected to be pro-active in seeking communication channels with other groupings of ASE members. It is the responsibility of the Chair to ensure that this communication is successful and this vital aspect will form part of the Action Plan each year.

8.9 Operating procedures of the ASE Health and Safety Specialist Group

The ASE Health and Safety Specialist Group is one of a small number of specialist groups in the Association. They are output driven, working both pro-actively and re-actively. ASE's Education Group directs their activity but their set up and continuation is subject to the Trustee Body approval.

The ASE Health and Safety Specialist Group is unique in that it has a narrow and specialised remit which is highly technical. The Association carries a legal liability for the advice and guidance 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 would be counter-productive to insist 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 & safety practice. If there were too few individuals, such work would become a heavy burden. It should be noted that the Group also produces several popular and successful health & safety books which the ASE publishes, for which members of the Group contribute their time as a professional service, unpaid, unlike contributors to most of the Association's books.

It is also important to have a single direct link with ASE HQ 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 etc, for example, if there are proposals which 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 Education Group will, as represented by the Chair Trio, develop the Group's Action Plan and the Chair of the Group will be invited to comment and add priorities that derive from the Group's specialist knowledge.

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 publically;
to maintain a watching brief in respect of developing health & safety issues and to offer advice to the Education Group and the Trustee Body in order to safeguard the teaching of practical science; to help protect the role of practical work in science education by offering authoritative health & 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 *Education in Science*, *School Science Review*, *Primary Science* and other publications, 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 & safety information as seems necessary and to ensure that all such publications are kept up-to-date; to seek, where relevant, other ways of communicating both with members and the wider public on matters within the competence of the Group, eg by writing to the press, taking part in ASEchat, etc. to represent the Association in consultations with governmental bodies on health & safety legislation & regulation.

A report against the Action Plan for the Group must be presented to the Education Group by 15 June each year. 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 2 members with substantial experience of teaching biology,
- at least 2 members with substantial experience of teaching physics, and
- at least 3 members with substantial experience of teaching chemistry (including an additional member because of the greater demands of work on chemistry).

The above 7 people will comprise the **elected members** of the Group. They are elected for a 6-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 7 elected members and, with co-options, may well comprise about 10 or 11.

The Chair of the ASE Health and Safety Specialist Group is elected 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 6 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 s/he is a member of the Group. Otherwise the Group will elect a Vice-Chair from among its membership (elected or co-opted), for a 6-year term, renewable as many times as members of the Group think desirable.

The Group will elect a Minuting Secretary from among its membership (elected or co-opted), for a 6-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 EiS and on the web site. Nominations other than by the Chair of the Group must have the support of two ASE members. The ASE 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 (see 2.1) and recommend to the Trustee Body accordingly.

Experience shows that very few suitable candidates emerge through the type of election process outlined in 2.5. An alternative strategy, successfully employed in the past, has been to advertise vacancies for the Group and, rather than proceed to an election as in 2.5, 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 electronic 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 his or her 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 pro-active 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.
- Expertise and experience relevant to the work of the Group.

The Chair of the Group is responsible for ensuring that a balance of the views of 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 Chief Executive Officer at ASE HQ

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 & safety resources on the ASE web site but, in addition, new members of the Group will be provided with copies of the latest editions of ASE health & safety publications in print.

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

SECTION 9 ASE'S REGIONS

Region Handbook is available on request

Field Officer interaction with Regions

The objectives for Regions can also be achieved with the assistance of the Field Officer for the Region concerned. Field Officers will maintain contact with all of the Regions in their area, but will be limited in the time they are able to spend with each. Their priority will be to help Regions with difficulties, or with large events. If further effort is needed, the Field Officer Coordinator can often help and HQ staff will always be willing to be called on.

SECTION 10 RECOGNITION FOR SPECIAL MEMBERS

There are three types of award:

- Honorary Membership
- Region Honorary Membership
- Special Service Award

10.1 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 the 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 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 1st November each year to be considered by the Quality and Audit Committee and subsequently by Trustee Body 2 and put before the AGM the following January.

Following approval at Trustee Body 1, the CEO will invite the prospective Honorary Member to the Annual Conference for presentation. Citations to be prepared for AGM as A3 folded paper and subsequently published in EiS or on the ASE website.

Successful nominations will be offered free membership thenceforth, a certificate, an appropriate book publication i.e. 50 Years of ASE and a lapel 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 one of the three named areas; service must be outstanding in two of the following:-

National affairs of the Association
Regional affairs of the Association
Science education in general

10.2 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 account. These can be awarded at any time during the year, and should be notified to ASE HQ within one month of the award being made although Regions should consider whether being awarded a Special Service Award 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

Science education within that Region

10.3 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 lapel badge.

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

Nomination forms are all available on the website.

SECTION 11 REGISTRATION BOARD

The **Registration Board** shall comprise members of the Association who shall represent as far as possible all levels of and subjects within science teaching. The Board shall meet as often as maybe usually, 2 Face to face meetings and contacted individually to review applications.

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.

Disciplinary Committee shall comprise members of the Association who shall not be members of the Registration Board. The Association may also appoint two independent (non-Association) members. It may further appoint a legal advisor 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 shall appoint annually a Registration Board comprising:

Chair, who will 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.

Advisors maybe appointed by the Registration Board, who will be 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.

SECTION 12 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 Chief Executive 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-or who he or she may nominate from the Trustees; the Treasurer -or who he or she may nominate from the Trustees; the Chair of the Q and A Committee-or who he or she may nominate from the Committee. In addition there would be one additional trustee member nominated by the Chair of the Trustee Body and that a quorum of 3 of 4 members is required. The Chair of Council (or whoever he or she directs) should chair the Committee. In the absence of the Committee Chair the remaining members will elect a chair for the meeting
- Financial assistance will be provided by the Head of Finance. The Chief Executive will be present at the meeting but not when his/her pay is decided.
- Only members of the Committee have the right to attend Committee meetings. However, the Committee could invite others to attend as considered appropriate.

Quorum

The quorum necessary for the transaction of business shall be three, including the Chairperson or in his or her absence the chair appointed. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Trustees.

Meetings

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

Notice of meetings

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee.

Minutes of meetings

- The Head 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

as appropriate in any area of its remit.

Annual Remuneration Report

The Chair of the Committee, working in conjunction with the Chief Executive, shall produce an Annual Remuneration Report.

Duties

The Committee shall be responsible for:

- (a) ensuring an understanding of the requirements of the pay remit approval processes as well as those contained in ASE Management arrangements and Financial Statements;
- (b) ratifying the salary for and level of any bonus payments for the Chief Executive Officer;
- (c) being responsible for the performance appraisal of the Chief Executive and reviewing agreed performance appraisal arrangements for staff;
- (d) ratifying the proposals of the Chief Executive for the approval of salary levels for staff of the Association;
- (e) advising Trustees and/or Q and A on matters to do with remuneration for staff within the Association.

Authority

- The Committee shall be included in discussions and approvals for the salary of the CEO from the early stages of a recruitment process.
- The Committee is authorised to obtain appropriate independent professional or legal advice as necessary in pursuance of its duties.

Appeals

Appeals if arising will be dealt with by the Vice Chair of Trustees who will appoint an independent group as appropriate.

SECTION 13 THE ELECTION CYCLE

Position	Announcement of election	Nominations	Nomination scrutiny	Approval / election	Announcement
Chair-elect of the Association	November- on website, e-newsletter, and EIS	From individual members, with 2 supporters. Deadline end January	ASE HQ to check 3 years membership	Online ballot of members – 2 weeks during March Confirmed by the Trustee Body at Meeting 3	On website, early July
Trustee Body member	-----"-----	From either individual members, or Regions with 2 supporters. Deadline 31 st May	ASE HQ to check 3 years membership	Online ballot of members – 2 weeks during June. Confirmed by the Trustee Body.	On website, early July
Q & A Committee member	-----"-----	From either individual members or Regions with 2 supporters. 31 st May	ASE HQ to check 5 year membership	Online ballot of members – 2 weeks during June – confirmed at the following AGM	On website, early July
Education Group member	-----"-----	From either individual members, or Regions with 1 supporter. Deadline 31 st May	ASE HQ to check 3 years membership	Decision by Chair Trio during June. Confirmed by the Trustee Body.	Individuals informed by End of July
Membership committee member	-----"-----	From individual members, or Region Committees with 1 supporter. Deadline 31 st May	Committee Chair	The Trustee Body, on recommendation of Chair	Individuals informed by End of July
Specialist group member	-----"-----	From individual members, with 1 supporter. Deadline 31 st May	Specialist group Chair	The Trustee Body, on recommendation of Chair	Individuals informed by End of July

Should there be only one nomination for Chair-elect of the Association, given that this is a very significant role, an announcement on the ASE Website will take place in which members are invited to express their support or otherwise in writing . Any comments received will be taken into account when the Trustee Body meets to confirm the appointment of the Chair elect at Meeting 3.

Each candidate for the Trustee Body or the Q & A Committee must be nominated by one route only (ie from the membership or from the region).

The system for election used is "first past the post".

In the event of a single application, the same announcement method as the for Chair Elect should be used. 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.

Criteria for Honorary Annual Conference Secretary

- 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 them 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 at Headquarters.
- An unpaid position, but all expenses are reimbursed.
- Has a five-year period of office.

This post is usually applied for on the application form and a decision on the candidate made by the Trustees. The post is advertised early in the year so the new post holder can work alongside outgoing post holder for at least 6 months.

Trustee Body interactions with staff

The main contact between the Trustee Body and staff is through the Chief Executive, who reports Trustee Body activity to staff at regular Staff Meetings. The Chief Executive is present at all meetings of the Trustee Body whether face-to-face or electronic. In addition to the Chief Executive, the CEO's PA is present at the physical meetings of the Trustee Body to take minutes and also to support the meetings in general. The Trustee Body may request the presence of other members of staff at their meetings, but must give adequate notice through the Chief Executive. 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.

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, and the Chief Executive. The Chief Executive 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 Chief Executive. The Education Group members record their meetings, ensuring that the CEO's PA has copies of such records for action and for the archive of the Association.

Staff and the Membership Committees

Membership Committee Chairs should ensure that they are familiar with the key members of staff through the attached organisation chart and the information available on ASE's website. For the different aspects of their work, the following roles are key contacts.

It is not possible to give each membership committee a defined single point of contact for all functions, so the contact depends on good communication between the committee and headquarters. This should be channeled through the CEO's PA or through info@ase.org.uk which is the ASE's rapid response line. All meetings dates and locations must be shared with HQ at the earliest possible point in order to ensure staff attendance.

Staff and the Editorial Boards

Editorial Boards are expected to have links with all other membership groupings including the Membership Committees, the Region Committees, the Expert Groups and Education Group in order to source materials for the journals and to inform them of upcoming articles which may be of interest.

Editorial Boards have a direct relationship with the Journals Co-ordinator who co-ordinates the production of the journals.

Journal editors are paid by ASE and therefore are part of the staffing cohort.

Staff and the Specialist Groups

It is not possible to give each specialist group a defined single point of contact for all functions, so the contact depends on good communication between the specialist group and headquarters. This should be channeled through the CEO's PA or through info@ase.org.uk which is the ASE's rapid response line. All meetings dates and locations must be shared with HQ at the earliest possible point in order to ensure staff attendance.

Staff and Regions

The objectives for Regions can be accomplished readily with dependable and consistent support from HQ and the designated Field Officer.

Annual General Meeting

An Annual General Meeting of the Members of The Association 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 Chief Executive;
- 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;
- k) to transact any other business which can be considered by the Meeting in accordance with these Rules.

Creating the Annual Report

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 HQ 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 Chief Executive will compile the Annual Report on behalf of the Trustee Body, with an Input from Committees, Editorial Boards and Specialist Groups.

Each Region committee should summarise their activity during the year and submit a brief report to the CEO's PA. This should be received by 31 August for this report. This gives insufficient time for the proper compilation of the report, so Regions are asked to bring forward the reporting date

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

The Treasurer writes a report which 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.

The Annual Report is made available to members on the website three weeks in advance of the Annual General Meeting having been approved by the Trustee Body and auditors. Hard copies are available at the AGM.

Impact statement

ASE staff will compile statistics which 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 our activity by reflecting on past practice. Evaluation of the Annual Conference is well developed and this experience should spread across the organisation.

The Annual Conference

A comprehensive evaluation of the Annual Conference is undertaken each year, directed by the Annual Conference Secretary. This should be produced in time for Trustee Body 2 in the spring term. Best practice should be employed in order to continually improve the quality and insights afforded by this work..

Externally funded projects and programmes of, for example, resource development, will have individually

described 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.