



## **DRAFT Terms of Reference**

### **Science on Stage UK National Steering Committee**

#### **Purpose**

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

#### **Composition of the SonS UK NSC**

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

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

All Standard Clauses of Committees shall apply to the Committee.

#### **Responsibilities of the committee**

The SonS UK NSC shall be responsible for:

- Ensuring teachers and other educators participate in Science on Stage activities as required by membership of the Science on Stage organisation. This includes:
  - Promotion of Science on Stage activities and opportunities within the UK
  - Selection of the delegation to represent the UK at Science on Stage festivals
  - Selection and nomination of jury members, workshop presenters, and participants for other possible roles at Science on Stage festivals
  - Identification, nomination, and support of potential contributors to Science on Stage resource projects, webinars, and other activities.
  - Providing information for Science on Stage newsletters and promotional materials.
  - Providing data and information about Science on Stage activities within the UK to Science on Stage Europe.
  - Ensuring SonS UK is represented at Science on Stage General Assemblies and relevant governance activities.

- Supporting successful candidates prepare for and represent the UK to the best of their abilities at Science on Stage festivals.
- Working with the Conference Secretary, Events team, and Regional Officers to provide Science on Stage educational input into sessions and activities at ASE conferences and online professional learning events.
- Working with the editors to input ideas for the development of journal articles across the ASE journal range.
- Supporting the Association and CEO to promote membership of ASE amongst the Science on Stage community.
- Collaborating with other organisation in the STEM subjects to promote and support Science on Stage activities.
- Supporting the Association and CEO to seek funding to support Science on Stage activities within the UK.
- Formulating recommendations that help shape the short-, medium-, and long-term activity of the Association as it affects the Science on Stage community including the Strategic plan and annual operating plan.
- Working with the CEO and Operations team to support the implementation of the approved Strategic Plan, reporting progress and flagging any concerns or deviations to the CEO and Education Group.
- Identifying and responding to business opportunities as they arise, seeking approval from the CEO for any activity outside the agreed strategic plan.
- Ensuring all SonS UK NSC activities are conducted in line with Science on Stage and ASE strategic direction and policies/procedures.

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

### **Committee Proceedings**

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

A quorum of the Committee shall be four.

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

All Committee Meetings are to be minuted and actions agreed with named lead and date of delivery. Draft minutes should be approved by the Chair and then circulated to the whole committee. A copy of the minutes should be sent to ASE HQ for the records. Meeting minutes should be presented to the next committee and ratified by the Committee.

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

**Last reviewed by SonS UK NSC**

12 August 2023

**Last Approved by Trustees**

16<sup>th</sup> September 2023

**Next Review Date:**

September 2025