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A comprehensive evaluation of the Annual Conference is undertaken each year, directed by the Annual Conference Secretary. This should be produced in time for Council 2 in the spring term. Best practice should be employed in order to continually improve the quality and insights afforded by this work. Council and the Conference team will reflect on the evaluation report in order to improve future conferences.

### **13.6.2 Evaluating projects and programmes**

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.

### **13.6.3 Evaluating regional and committee activities**

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, Council, Assembly 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.