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**Terms of Reference**

**ASE Futures Committee**

**Purpose**

The ASE Futures committee 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 Futures committee is to support, those who work in education 3-19, whose roles include:

* pre- and in-service teacher education
* those involved in curriculum design and development, coordination and facilitation of professional development, mentoring and coaching, whether in school, school groups or external
* subject and departmental leadership.

ASE Futures committee also acts in an advisory capacity to ensure ASE’s membership offer is informed by evidence to support high quality professional learning.

**Composition of the Futures Committee**

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

The Committee shall invite the editor (or a designated member of the editorial board) of Science Teacher Education (STE) to attend meetings to ensure interlinkage between the activity of the committee and the STE Hub.

The committee structure will include chair or co-chairs, a vice chair and secretary.

The CEO will designate a member of staff to act as secretary to the Committee. The role of Secretariat is outlined in a separate document. ]

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

All Standard Clauses of Committees shall apply to the Committee.

**Responsibilities of the committee**

The Futures Committee shall be responsible for:

* Formulating recommendations that help shape the short, medium and long term activity of the Association as it affects the Futures community as outlined above including the Strategic plan and annual operating plan
* Advising members on role-focused, subject-specific professional development
  + Developing and keeping under review the ASE ‘best practice’ guidance and resources relevant for the Futures community
  + Working with the Chair Trio and CEO develop ideas, projects and/or campaigns that support the Futures community in their professional roles.
  + Supporting and promoting the professional registers amongst their professional community.
  + Working with the Conference Secretary, Events team and Regional Officers to provide educational input into sessions and activities at ASE Conferences – including elements of the ASE Annual Conference that are relevant to the futures community, Futures conference and input where requested at regional conferences.
  + Supporting the Association and CEO to promote membership of ASE amongst the science education Community.
  + Working with the journal editors to input ideas for the development of Journal articles across the ASE journals
  + Working with the CEO and Operations team, support the implementation of the approved Strategic Plan, reporting progress where activities are being led or contributed to by the Futures committee, and flagging any deviations to the CEO and Education Group.
  + Identifying and responding to business opportunities relevant to the Futures community as they arise, seeking approval from the CEO for any activity outside the agreed strategic plan.
  + Responding to and acting upon tasks requested (!) by the Education Group and/or Chair Trio
  + Identifying and recommending to the Trustees suitable candidates for membership of the Committee and managing the appointment process, with support from the Operations team.
  + Allocating responsibilities within the Committee for agreed projects – and supporting the operations team (HQ) in identifying sources outside the committee for activities.
  + Establishing informal working groups where necessary to support activities of the committee.
  + Ensuring all ASE Futures Committee activities are conducted in line with agreed ASE strategic direction and policies/procedures.
  + Providing guidance for the quality assurance of professional learning activities provided by ASE.

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

**Committee Proceedings**

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

A quorum of the Committee shall be six.

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

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

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

[Standard clauses](https://www.ase.org.uk/sites/default/files/Standard%20clauses%20_All%20Committee_Group%20ToR%20-%20Mar%2023.docx) for Committee/SIG Terms of Reference

**Last reviewed by ASE Futures Committee:** October 2023

**Last Approved by Education Group** June 2023

**Last Approved by Trustees** July 2023

**Next Review Date: October 2025**