**Terms of Reference**

**ASE Laboratory Technicians Committee**

**Purpose**

The ASE Laboratory Technicians 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 Laboratory Technicians committee is to promote both the value and professional standing and practices of Laboratory Technicians and the role this community plays in supporting excellence in science education and learning.

**Composition of the Laboratory Technicians Committee**

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

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

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

The Committee may coopt one additional representative from CLEAPPS and SSERC

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

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

All Standard Clauses of Committees shall apply to the Committee.

**Responsibilities of the committee**

The Laboratory Technicians Committee shall be responsible for:

* Formulating recommendations that help shape the short, medium and long term activity of the Association as it affects the Technicians community including the Strategic plan and annual operating plan.
  + Advising on professional development resources and/or events for the technician community
  + Developing and keeping under review the ASE ‘best practice’ guidance and resources for technicians.
  + Working with the Chair Trio and CEO develop ideas that support the technician community in their professional role.
  + Supporting RSciTech applications and process and promoting RSciTech 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 the technician strand at the ASE Annual Conference and support where required at regional conferences.
  + Working with the ASE Events team, support the development and delivery of the Technicians Summer Conference.
  + Supporting the Association and CEO to promote membership of ASE amongst the Technician Community.
  + Working with the editors (in particular of SSR and EIS) to input ideas for the development of Journal articles across the ASE journal range – for example Prep Room Pages for EIS.
  + Working with the CEO and Operations team implementing the approved Strategic Plan, reporting progress and any deviations to the CEO and Education Group.
  + Identifying and responding to business opportunities as they arise, seeking approval from the CEO for any activity outside the agreed strategic plan.
  + Responding to and acting upon tasks allocated to them by the Education Group and/or Chair Trio.
  + Identifying and recommending to the Trustees suitable candidates for membership of the Committee and managing the appointment process.
  + Allocating responsibilities within the Committee and for agreed projects – and supporting the operations team in identifying sources outside the committee for activities.
  + Establishing working groups as required to develop and conduct the activities of the Association ensuring terms of reference are in place and approved by the Trustees.
  + Ensuring all Technician Committee activities are conducted in line with agreed ASE strategic direction and policies/procedures.

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

**Committee Proceedings**

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

A quorum of the Committee shall be five.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee Members (excluding 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 CEO and the 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 ratifed 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 Technicians Committee:** March 2023

**Last Approved by Education Group** June 2023

**Last Approved by Trustees** July 2023

**Next Review Date:** June 2025