

Terms of Reference

ASE Conference Organising Group

Purpose

The ASE Conference Organising Group is a Special Interest Group 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 Policy Group is to advise on the development and implementation of the Association's Annual Conference and associated activities.

Composition of the Conference Organising Group

The Group shall consist of no more than 12 members. Membership of the Group should reflect the diversity of membership e.g from primary, secondary, research, academia, state and independent, schools as well as representation from the ASE's international community and the devolved nations. Members should demonstrate some experience and participation in a previous ASE and/or other national and international science education conferences (e.g NSTA, Science on Stage etc).

The Group shall include representation from the devolved nations as well as the international community to ensure the Conference programme, speakers and activities represent a UK wide and global perspective on science education.

The CEO will designate a member of staff to act as secretary to the Group. The Events Manager will attend the group along with the Events Officer who will act as Secretary to the Group

The CEO and Chair of the Association (or their delegate) may attend and participate in Group meetings with advance notice given to the Chair of the Group.

All Standard Clauses of Committees/Groups shall apply to the Group.

The Chair of the Group shall be the Honorary Conference Secretary whose term of office is five years.

Responsibilities of the Group

The Conference Organising Group shall be responsible for:

- Preparing, in conjunction with the Events Manager and honorary Conference Secretary a business plan for the annual conference for agreement with the Trustee Board and Education Executive and CEO.
- Collaborate with stakeholders (e.g committees and staff members) to define the conference themes, objectives, and desired outcomes ensuring that they align with the overall ASE strategic plan.
- In conjunction with the Events Manager, develop the programme for the conference in conjunction with input and contributions from the membership committees
- Develop cross cutting sessions on topical issues and identifying and securing suitable speakers
- Ensuring the approved programme is implemented, reporting progress and any deviations to the Education Group, Board of Trustees and CEO

- Ensure that all aspects of the conference, including program content and speaker selection, reflect principles of equity, diversity, and inclusion, promoting a welcoming and inclusive environment for all attendees.
- Address questions, concerns raised during the planning and executive of the conference and support the Events Team and Conference Secretary in responding appropriately.
- Identifying and recommending to the Education Group and Trustee Board suitable candidates for the position of Honorary Conference Secretary.

It is hoped that all members of the Group will attend the Conference and support in some way in the running of the event (e.g on the registration desk, ASE stand, at ASE receptions and key events). One complimentary day pass will be offered to members of the group subject to sufficient attendance and input into the meetings.

All members of the Group 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.

Group Proceedings

There will be 4 online meetings of the Group per year with flexibility to hold additional meetings at the discretion of the Group.

A quorum of the Group shall be 50% of total membership of the group.

Decisions made by the Group shall be by simple majority verdict unless otherwise specified in these terms of reference. All Group 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 Group Meetings are to be minuted and actions agreed with named lead and date of delivery. Draft minutes should be approved by the Honorary Conference Secretary and the Events Manager and then circulated to the whole Group. A copy of the minutes should be sent to ASE HQ for the records. Meeting minutes should be presented to the next Group meeting and ratified by the Group and then signed by the Chair.

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

[link to] standard clauses for Committee/SIG Terms of Reference

Last reviewed by Education Group: November 2023

Last Approved by Trustees September 2023

Next Review Date: September 2025