**Careers Committee Terms of Reference**

**2019 (to be reviewed annually)**

Vision

Our vision is of a world that understands the true value of the biosciences and how they can contribute to improving life for all.

Within that broad vision, the role of the Careers Committee is to support and inform career-related decision making for students and other stakeholders. The committee will develop the Society’s strategies, policies and priorities on how to deliver general bioscience careers support across the full range of education, training and professional development from age 14 through to post-doctoral level, and in the workplace.

Discipline-specific careers support will remain within the responsibility of the appropriate Member Organisation (MO) however, if requested, the Royal Society of Biology is happy to disseminate and promote resources and events to its wider membership (ensuring full recognition remains with the appropriate MO).

Through working collaboratively, the group adds value to the ongoing careers support across and within partner organisations. MOs are encouraged to share ideas amongst the Committee to spread best practice, acting as an expert network providing comments on draft resources and initiatives.

Member Organisations will continue to offer careers support as specified by their own organisational objectives, which would not be required to go through the Careers Committee for agreement or sign off.

In summary, the Careers Committee will work collaboratively across the biosciences, to provide careers support, information, and guidance including information on alternative careers within, and resulting from the biosciences, for:

* 14-19 year olds: provide resources for students, teachers and careers advisers, inspiring the continuation of studies or alternative pathways to employment in the biosciences.
* Undergraduates: develop resources; organise events, including the Bioscience Careers Day; and raise awareness of careers options and employability skills for bioscience students.
* Postgraduate and early-career bioscientists (as included in the RSB’s 3-year plan): support careers development through sign-post careers support provided through specialist learned societies and professional bodies.
* Support schools and universities to locate appropriate speakers for events through appropriate STEM contacts including our membership.
* To provide educators (teachers in school and universities) with resources and sign post them towards available support to facilitate their role in supporting students’ understanding of careers.
* Support HE academics through the HE career progression framework.

The Careers Committee (previously the Bioscience Careers Group) has already developed a number of excellent resources, and further details of the outputs of the committee can be found here:

<https://www.rsb.org.uk/careers-and-cpd/careers/bioscience-careers-group>

Constitution, members and voting

The Careers Committee will be accountable to the Membership and Professional Affairs Committee via the Professional Development Manager, and will be responsible for delivering the objectives related to careers support within the [Royal Society of Biology Business Plan](https://www.rsb.org.uk/about-us/governance/business-plan).

* Membership of the committee will be open to any Member Organisation of the Royal Society of Biology and members will be invited in an organisational capacity. Should a named member be unable to attend, an alternative can be sent to the meeting at the discretion of the appropriate Member Organisation.
* Members will be expected to represent the views of their Organisation and, if possible, have devolved decision making responsibility with respect to careers outputs.
* All members will usually be agreed by the committee, formal approval is not required by the Society’s Council. It will be possible to co-opt additional members for short periods however only committee-approved appointees may vote. All voting will be by a simple majority of those participating in the meeting with one vote per organisation. If an organisation is unable to attend, then they may cast their vote via email, either post or pre-meeting.
* The Society’s Professional Development Manager will Chair the committee and the Professional Development Officer will act as the committee coordinator.
* It is anticipated that there will be four ½ day meetings per year.
* The Terms of Reference will be reviewed and agreed annually.

Powers of the committee and conduct

* The committee shall abide by the Society’s Regulations, including its code of conduct, at all times.
* The Society’s Regulations allow for functions to be devolved to any of its committees. The primary function is operational, not executive.
* The committee will report on its activities at to the Membership and Professional Affairs Committee on an annual basis. Its activities will underpin the business plan, which sets the overall strategic framework.
* Member Organisations may opt out of projects on a case-by-case basis; however, all committee members are encouraged to support collaborative working and partnership projects.

Branding, Communication and Marketing

* As a Royal Society of Biology committee, Society style guidelines and branding will apply to all general bioscience promotional communications and marketing materials, and will be agreed with the Head of Membership and Marketing.
* Contributing organisations will have the opportunity to display their logos prominently on all relevant resources developed by the group, and appropriate wording will be agreed in advance of production of marketing materials. The norm will be: *This {insert event or publication name} has been developed jointly by the Royal Society of Biology Careers Committee (with a link to the careers committee page which will reference all contributing member organisations involved)*
* Support from the Society communications team shall be available to the group as required.

Special Note: Bioscience Careers Day

* Student members of all members of the Careers Committee will be offered advanced registration to the Bioscience Careers Day and member generation will be an important output of the event. Offers will be promoted on an equal basis via promotional materials agreed in advance by the committee.

Committee Group members

Association of the British Pharmaceutical Industry

Biochemical Society

British Ecological Society

British Neuroscience Association

British Pharmacological Society

Society for Experimental Biology

Microbiology Society

British Society for Immunology

Royal Society of Biology

The Physiological Society

Gatsby Plant Science Education Programme (incl. Science and Plants for Schools)

Society for Experimental Biology

**Appendix**

**Bioscience Careers Day – Main Objectives**

Bioscience Careers Day is an event designed to connect learned societies, Member Organisations and employers with students interested in pursuing a career in biosciences.

The event aims to provide students with information on the different career paths available and help them prepare for life in work by sharing knowledge, networking opportunities and the chance to practice interview skills.

We engaged with more than 250 students in 2018 and there is an established track record of successful events.

* **Aims**
  + Inform students of the breadth of career options available to them in the biosciences
  + Build links in the scientific community
* **Objectives**
  + Increase delegate and exhibitor attendance year on year
  + Improve delegate and exhibitor feedback year on year
  + Maximise geographic range of student attendees
  + Promote membership of the MOs
  + Attract sponsorship
* **What Bioscience Careers Day can offer:** 
  + Delegates:
    - Practice interviews
    - Networking
    - Connection to employment opportunities
    - Talks from individuals working in life sciences
    - Reduced application fee and membership of the MOs
  + Exhibitors
    - Contact with future graduates
    - Build brand recognition within the biosciences community
    - Demonstrate their support for the next generation of UK scientists
    - Logo featured on event microsite
* **Target Audience:** 
  + Delegates
    - The event is primarily aimed at undergraduate and postgraduate students, although PhD and school students are also welcomed.
* Exhibitors
  + - MO’s
    - Learned Societies
    - Industry employers
    - Universities (Masters courses & PhD)
* **Evaluation:** 
  + Information we have collected over past events includes:
    - Number of delegates & exhibitors
    - Delegate & exhibitor satisfaction
    - Geographic range of delegates
    - Number of students per university (this is an optional field for students)
    - Event sponsors