

## **Careers Committee Terms of Reference April 2014 (to be reviewed annually)**

### Vision

Our vision is of a world that understands the true value of the biosciences and how it 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 early stages 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 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 Society's 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:

- 5-14 year olds: providing opportunities for school children to understand the role of bioscientists in a variety of settings, and inspire them to pursue further study and employment in the biosciences. The committee will offer advice at key decision points regarding qualification choice and routes through to further education, university, and employment.
- 14-19 year olds: attend events and provide resources for students, teachers and careers advisers, inspiring the continuation of studies, or alternative pathways, to employment in the biosciences.
- Undergraduates: develop resources; attend and organise events, including the Life Sciences Careers Conference; and raise awareness of careers options and employability skills for bioscience students.
- Postgraduate and early-career bioscientists: provide advice on career options and sign-post careers support provided through specialist learned societies and professional bodies.

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://societyofbiology.org/careers-and-cpd/careers/bioscience-careers-group>

### Constitution, members and voting

The Careers Committee will be accountable to the Education, Training and Policy Committee via the Director of Education and Training, and will be responsible for delivering the objectives related to careers support within the Society of Biology Business Plan.

- Membership of the committee will be open to any Member Organisation of the 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 Director of Education and Training will Chair the committee and a named Society staff member will be appointed as the committee coordinator. The Schools and Colleges Officer is responsible for driving forward 5-19 biology careers outputs and a Qualifications and Skills Officer is responsible for driving forward general biosciences support for those in higher education and postgraduate education. Other Society staff may be in attendance at the discretion of the Chair.
- 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 each AGM and to Council 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 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 Director of Membership, Marketing and Communications (MMC).
- 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 Society of Biology in conjunction with {insert contributing organisations}.*

- Support from the MMC department shall be available to the group as required.

#### Special Note: Life Sciences Careers Conference

- Student members of all members of the Careers Committee will be offered free registration to the Life Sciences Careers Conference and member generation will be an important output of the event. Both 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 Endocrinology  
Society for Experimental Biology  
Society for General Microbiology  
The Physiological Society