



**ASSOCIATION FOR
SCIENCE EDUCATION**

Regional Committee Guidance

*"Advocates for excellence in science education;
supporting professional development; and, offering
a welcoming and inclusive community of support
for science educators."*

Email: info@ase.org.uk Website: www.ase.org.uk



A message from Lynn Ladbrook, CEO

“As a membership organisation we rely on our members to share in our vision and values to promote excellence in science education. Your generosity and dedication lie at the heart of ASE and make us the powerful voice and welcoming community that we all value. With your passion and expertise, you embody the spirit of collaboration and progress. As representatives of ASE at the local level, you play a crucial role in shaping the future of science education, our sense of community so that we can empower educators, and the next generation of scientists.

This document has been developed to support you in your role as Regional Committee Chair. Through knowing your local area and the communities within it, you can shape the priorities of our committee and ASE will support you in this.

We ask you to take some time to look at our values as an organisation, keep up to date with our national membership opportunities and offers and to think about how we can help shape the future of the ASE both at a regional and national level”.



Contents

Introduction “A message from Lynn Ladbrook, CEO”	02	Role of a Regional Chair	10
Our organisational values	04	Role of a Regional Secretary	10
The purpose of the Regional Committees	04	Ex-officio members	10
ASE Membership	05	Regional Meetings	10
Your Link at ASE	05	Election to join a regional committee	11
Professional Learning and Development	05	Code of conduct	11
Types of Regional Events	06	Special Service Awards	11
Networking event	06	Expenses, Finance and committee budgets	11
Conference	08	Summary Region Income and expenditure	11
Planning Time Requirement for Events	09	UK GDPR Principles	11
Advocacy and Policy	09	Head Office Staff	11
Roles and responsibilities	10	Appendix: Budget requirements	12

Our organisational values

Our values define our culture and reflect our priorities in the way that we work. They underpin our strategy, policies, how we put together our membership offers and inform our advocacy work. They are at the forefront of our mind as we seek to ensure best practice in what we do.

We are

1. Welcoming: we celebrate diversity and foster an inclusive environment in which everyone in our science education community is respected, valued and heard.
2. Evidence informed: we value good research, data analysis, evaluation feedback and expert opinion and use it to shape our activities.
3. Passionate about science teaching: we inspire educators to continually evolve and grown in their understanding and teaching of science, nurturing a culture of life-long learning and innovation.
4. Bold: we aim to push the boundaries, embrace innovation in science education and set ourselves ambitious objectives in pursuit of our goals.
5. Environmentally sustainable: we are dedicated to reducing our environmental footprint by minimising waste, conserving resources and adopting sustainable practices.

The purpose of the Regional Committees

The purpose of the regional committees is to provide the vital link between the ASE as a national organisation which represents members at a local level. We look to you to outwardly represent the ASE and also to inwardly inform the work that we do.



ASE Membership

We encourage you to familiarise yourself with our membership offers so that you are able to help promote membership to your local networks and at any local events.

As you will be aware, we are particularly keen to promote our free membership for trainee teachers and our reduced membership rates.

A presentation can be made available by contacting HQ on the new [membership](#), along with a tailored presentation for student teacher membership, embedded with QR codes, that can be adapted and used as needed by regions. In addition, there is a 5 minute [video recording](#) on ASE membership and [digital flyers](#) available, along with a [Welsh version](#) (physical flyers can be organised through HQ).

Your Link at ASE

The Regional Events Officer, Melanie Bennett will support all UK regions to devise and deliver a programme of events and will seek to liaise with the regions throughout the year to gain a good understanding of regional plans, challenges & activities.

Administrative support is available where required, that can include coordinating regional meetings and following up on action points. HQ will create a budget for larger events and use Sched to share live programmes of events with delegates.

We will support you to create zoom meetings, where required and share meeting details with delegates. We will provide you with updates on your events, data on the number of delegates, a day prior to their event start date.

The Regional Events Officer will work with the marketing and communications team at HQ on the regions behalf for their events to help ensure maximum engagement with local and regional events.

Further support on identifying relevant local channels of communications, such as local partners, educational institutions, schools and universities will be shared with you.

Professional Learning and Development

As a regional committee, you represent science educators across the age phases, across your region i.e. technicians, ECTs, school leaders, researchers etc.

The members of your region and your committee will have areas of expertise that can be shared as part of the ASE professional learning and development programme. If you know of a research project or an area of expertise, we would love for this to be shared more widely.

This can be done via a network meeting in a short slot or could be a full webinar/workshop either online or face-to-face.

Types of (Regional) Events

In considering how you can support the various members of your local area, we encourage you to identify opportunities for CPD for your local members or to showcase the expertise of your local members. We do not look to you to deliver lots of events through the year but to be responsive to the local need and to contribute to the ASE's strategic aim to provide high-quality, evidence-informed and responsive CPD to its members. The types of events that can be offered by the regional committee is not limited to those listed below.

- Networking events- online or in person e.g. TeachMeet or Techmeet
- Showcase Events e.g. meeting at a local museum or location of interest
- Delivery of training e.g. webinar or panel discussion relating to area of expertise
- Conference – online or in person

Networking event

Aim: Bring together the science educator community to share ideas, research, best practice or debate.

Audience: networking events can be targeted at specific audiences from the list above or can be open to anyone from the science **educator** community.

Intended Outcomes:

- Positive impact on the personal practice of the participants
- Positive impact on the professional development of the participants
- Improved understanding of the subject matter
- Promotion of excellence in science education
- Sense of a supportive community within the ASE
- Promotion the ASE's values

Potential Formats:

These can work both online and in person

- Invite a number of local experts to lead a 5–10-minute introduction to a question, area of expertise, piece of research, problem
- Invite a speaker to give a presentation about an area of research/debate or in response to a recently published paper, break out into group to discuss the applications in the settings of the participants

Showcase Event

Aim: Bring together the science educator community to explore a local venue which could be of interest to science educators i.e. a place that they could bring their students on a school trip or a place that could provide resources to enhance the science capital of students

Audience: The audience for this event is most likely to be classroom teachers or those that work closely with them e.g. consultants

Intended Outcomes:

- Improved understanding of how the location can be used to enhance science teaching
- Sense of a supportive community within the ASE
- Positive impact on the personal practice of the participants
- Positive impact on the professional development of the participants
- Understanding of the ASE's values
-

Potential formats

The showcase event can be run similar to a networking event with an additional tour and/or talk by a representative from the venue to discuss how they support local schools / science departments.

This would be run as a twilight session with consideration of travel time to get to the venue from across your region.

The session would likely be around 2 hours.

Most venues will offer use of the location free of charge and some will include refreshment costs. Use the financing an event section when planning the ticket price with ASE's support.

Conference

Aim: Bring together the science educator community to learn together through inspiring, innovative and up-to-date speakers and workshop leaders.

Audience: conferences tend to have a primary, 11-19 and technician strand.

Intended Outcomes:

- Positive impact on the personal practice of the participants
- Positive impact on the professional development of the participants
- Improved understanding of the subject matter
- Promotion of excellence in science education
- Sense of a supportive community within the ASE
- Promotion the ASE's values

Potential Formats:

There are two regions which hold a regional conference annually in recent years and there have been others in the past.

Case Study 3: West of England Science Convention

This is run in autumn term over half a day at a school relating to a committee member and has a primary, 11-19 and technician strand. There is an exhibition area for up to 10 stands. The Committee members and ASE team work together to contact potential speakers and exhibitors and the final programme is put together by the committee. The ticket budget is compiled by Melanie at HQ with the help of the committee.

The Convention aims to attract at least 75 participants and has 1 keynote at the beginning of the day and 2 or 3 concurrent sessions.

Information required to complete a budget

In previous years when ASE's membership numbers & membership fees were higher, the core income from membership could be used to subsidise event costs, but this is no longer the case, and we must ensure that events absorb their proportion of these costs.

The ASE has historically kept costs for regional events at minimum cost to ASE members and non-members.

The ASE still offers many discounts to ASE members and there is real value to the CPD led events for science educators.

There are various costs to the ASE for all events, such as staff costs and fees for publishing events on Eventbrite.

Teach Meets are free events for teachers to network and share science updates and best practices.

CPD led events will be ticketed events with varying prices depending on programme content, duration of event and time/staff requirements.

Planning Time Requirement for Events (See budget Appendix)

To have maximum reach and impact for regional events and activities, a significant amount of advance planning is required for events. Most science educators have busy schedules and are time poor, by providing as much notice as possible for regional events we can hope to gain further participation and engagement from ASE members and non-members.

Teach Meets – 3 months (basic data can initially be provided with further content when available).

CPD Led events – 6-9 months. HQ will source an affordable venue for the event requirements, liaise with the region and prepare a budget to be agreed with the finance director. This allows time to organise the coordination of the event with the venue, approach exhibitors and plan a comms and marketing strategy for the event. A programme once prepared by the region will need to be created and loaded into Sched to make it live digitally for delegates.

Conferences/ Large events – 10-12 months (to source the venue and achieve maximum impact in promotion).

Advocacy and Policy

The Association for Science Education provides an independent, powerful voice for the science education community.

We represent the views of our members on a broad range of areas across science education.

We encourage you to include policy and advocacy on your committee meeting agendas to collect the views of your members about what is happening in science education in their institutions, nationally and internationally.

We encourage members from your region to be part of our national committees.

One of the major advantages of membership of ASE is the opportunity to share your expertise with your colleagues. Getting involved with an ASE committee will challenge your strategic thinking and put you at the heart of steering ASE's direction into the future. ASE calls for nominations every year to elect members to become involved in our governance structure either as a Trustee, part of our Education Group or on our national committees. Members are also asked to vote for their Chair of the Association.

Roles and Responsibilities

A regional committee will need to consist of a regional chair and secretary. The ASE encourages a wide variety of members to join committees and the committee or group may invite other representatives to meetings or to join the group as a co-opted member.

All members of an ASE committee must be paid up members of ASE and maintain their membership whilst they are an active committee member.

Role of a Regional Chair

To represent the ASE and its charitable objectives in your region. To encourage ASE members to network and suggest ideas for activities that help to promote a community of support, CPD, discussions and advocacy. To encourage discussion and debate, including how the committee might facilitate a meeting, activity or event.

Role of a Regional Secretary

To support the regional chair in their absence and with all committees' activities, including regional expenditures. The regional secretary will often take down the main points of discussion at meetings and share these with the Regional Events Officer.

Ex-officio members

There are members within the region who sit on National committees or are members of the Education Group, that can be drawn on for expertise by Regional Chairs. Please contact the Regional Events Officer if you would like to invite these members to a regional meeting.

Regional Meetings

Regional Meetings

Annual Regional Chairs meeting is an opportunity to hear reports from the region's chair and/or secretary to discuss key issues in the area, ideas for events, the annual conference and activities. This meeting is typically held online, mid-late September.

An annual open meeting perhaps at the start of the new academic year is encouraged for all regional committees. This is where new positions will be assigned and business for the year ahead is outlined. This is an opportunity for the committees to discuss progress, collective goals and raise any concerns.

Termly regional committee meetings are generally online via zoom on weekday evenings. There will be additional ad hoc meetings in the run up to regional events. Key action points and topics discussed are to be shared with the Regional Events Officer to see how HQ can support.

Region Chairs or secretaries are to create the online meetings using their own zoom account and the Regional Events Officer can also use the ASE's zoom account. The Regional Events Officer will assist with any mailing regarding regional meetings to the committee members as requested and is available to help with support for annual meetings.

There is no expectation for all committee members to attend all meetings and it is appreciated that all have busy schedules, we hope that members will attend whenever they are able to fit it in.

Election to join a regional committee

A formal process on joining a regional committee will be advertised on the ASE website annually, when the window is open for all ASE committees.

Throughout the year, ASE members, including existing committee members can express interest in taking on a specific role within a regional committee or in joining a regional committee.

The Regional Events Officer will notify the regional chair when someone expresses interest in joining their committee and arrange an introduction.

Code of conduct

All regional committee members should abide by the code of conduct and familiarise themselves with our policies. Please refer to these [here](#) and our [terms and conditions for information](#).

Special Service Awards

To make a nomination, the form can be accessed on the ASE's website which outlines the criteria required: [Committees](#) | www.ase.org.uk

Expenses, Finance & Committee Budgets

To submit expenses for regional events, a copy of the expenses form needs to first be saved as this document is a shared file. Expenses information only needs to be entered into the yellow cells and there is a list of regions available to select.

The completed form and receipts are to be returned to the Regional Officer for authorisation, after which it will be passed to the finance manager to process the payment. [Regions Expense form](#).

Summary Region Income Expenditure

The initial grant for each region at the start of each financial year is £50, if further income is generated via an event during the year, this income will remain until the end of the financial year. However, it will not necessarily be carried forward to next financial, this would be agreed by our CEO, Lynn Ladbrook and Finance Director, Laura Rafferty.

The finance manager shares the region's income and expenditure monthly to the regional secretaries.

UK GDPR Principles

The Data Protection Act 2018/UK GDPR covers data, however held and therefore encompasses digital, paper or other records.

The Information Commissioner's Office provides guidance for organisations on both the principles and detail of data protection legislation. The full information can be found here: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>

Regional committee members should familiarize themselves with these principles. If you need any more information about this or any other aspect of data protection, visit: [Information Commissioner's Office \(ICO\)](#).

Head Office Staff

[Our Staff](#) | www.ase.org.uk

Appendix: Budget requirements

Information required to complete a budget

- Room requirements for the programme e.g. number of keynote spaces, lab space, number of concurrent sessions, exhibition space ideally with refreshment area within or close by
- Venue hire cost incl. set up costs and site team time
- Refreshment plans and estimated costs
- Dimensions of the exhibition space
- Room capacity for workshop, exhibition and keynote spaces
- Health and safety requirements for the venue
- Estimated travel expense cost for speakers (we do not pay speakers a fee but will cover reasonable travel expense within the budget)

Budget and ticket prices

For events requiring a budget a list of considerations that involve a cost to the ASE will be factored in, such as:

- Speaker costs
- Catering costs
- Staff costs
- Variable costs
- Programme & Committee costs
- Facility Hire
- AV Tech Support
- Cleaning Support
- Security Support
- ASE HQ Support
- Eventbrite charges for exhibitors and delegates
- A budget will be prepared based on the expected capacity for an event, with the aim to cover all associated fees by the income the event generates with some anticipated profit.
- Once prepared the budget it is shared with the regional chair for the event. It is also then shared with the finance director for approval.