

**Terms of Reference**

**EDUCATION GROUP**

**Purpose**

The ASE’s Education Group is the main Committee (Assembly) of the Association for Science Education and is accountable to the Trustees of the ASE. Education Group is the main forum for discussion of issues in science education; members of the Education Group are the voice of our community of membership and play a key role in the development and implementation of the activities of the Association.

**Composition**

The Committee shall consist of no more than **12** Members, **10 Coopted** Members and the **3 Chairs** of the Association (past Chair, Chair and Chair-elect).

The members shall be recruited from the membership of the Association and shall include representation from the broad community of educators that make up the ASE membership. This should include individuals from different career stages, different sectors, from across the England, Scotland, NI and Wales and from a diverse range of backgrounds and experiences.

**The 10** co-options shall include one representative from the Trustee Board and up to one representative (or where there are co-chairs up to two) from each special interest group and committee of the Association, to ensure that relevant interests and expertise are covered and interlinkages formed across the Association. Co-optees have full voting rights as members of the Education Group.

The CEO will designate a member of staff to act as secretary to the Committee. The role of Secretariat is outlined in a separate document here [include link]

In taking up a position on the Education Group of ASE a member agrees to be an ambassador for ASE and its Education Group. This will be demonstrated by the Education Group member’s passionate advocacy for the Association, coupled with their good and up to date knowledge of what ASE offers to members and the science education community at large in terms of tangible and intangible benefits. An Education Group member is a voice for excellence in science education.

**Terms of Office**

Membership of the Committee shall be for three years and Terms of Office shall run from August 1st each year. At the end of their three year term a Committee member may reapply for a vacancy. No member may stand for more than three consecutive terms.

Co-opted Education Group members will remain in place for one calendar year at a time.

The Chair Trio has the right to appoint or renew Coopted membership for a maximum of three years

In exceptional circumstances, The Trustee body may authorise election for a further term.

**Appointment of Members**

Paid up members of the Association may apply to become members of the Education Group via an application form. Vacancies will be advertised in March with a deadline of the 31st May. Should applications for the Group exceed vacancies, candidates will be shortlisted by the Chair Trio and interviews conducted to identify the most suitable candidate. Recommended candidate(s) with supporting rationale shall be put to Trustees for approval.

**Removal of Members**

Any member of the Group (either member or cooptee) shall cease to hold office if they:

* Cease to be a member of the ASE.
* Resigns their office by notice to the Chair of the Association.
* Is absent without the permission of the Committee from three consecutive meetings (unless by prior arrangement with the Chair due to special circumstances) and the Committee resolve that their office be vacated.
* Receives a vote of no confidence or is deemed to have brought the Charity into disrepute and is asked by a majority of the Committee to resign. The member concerned may appeal to the Trustee body.

**Chair of the Education Group**

The Chair elect is elected by a ballot of the membership. The Chair and past Chair automatically assume their roles on completion of the previous year’s role. The Chair of the Association shall chair the meetings of the Education Group for the year they are Association Chair.

**Responsibilities**

The Education Group shall be responsible for:

* monitoring and promoting developments in science education (across the nations of the UK and internationally);
* monitoring and reflecting the needs and views of members and others involved in science education;
* encouraging and facilitating two-way communication with members, regions and between committees and Groups;
* Formulating recommendations that inform the strategic direction of the Association and its short, medium, and long-term business plans
* developing and maintaining as appropriate relevant resources on matters pertaining to science education.
* responding to consultations, requests for feedback/intelligence and expert opinion to help shape ASE’s position statements and consultation responses.
* Identifying and responding to opportunities to promote and facilitate excellence in science education as they arise, seeking approval from trustees for any activity outside the agreed business plan likely to incur additional cost
* Making recommendations on the ASE membership model, fees and membership benefits
* Identifying and encouraging suitable candidates for the chair roles.
* Succession planning for the Executive and its sub committees and special interest groups

All members of the Education 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

**Committee Proceedings**

There will be up to 3 meetings of the Education Group per year – twice by teleconference and one face to face meeting per year.

A quorum of the Committee shall be at least one third – to comprise of at least one third of members and one third of coopted members.

The Chair, in consultation with the Chair Elect, Past Chair and CEO will finalise each agenda.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee Members (including 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 then 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 ratified by the Committee and then signed by the Chair.

**Responsibilities**

In taking up a position on Education Group, as with any role on an ASE Committee or SIG, a member agrees to be an ambassador for ASE. This will be demonstrated by the member’s advocacy for the Association, coupled with their good and up to date knowledge of what ASE offers to members and the science education community at large.

A Committee/SIG member is a voice for excellence in science education.

The following involvement is expected:

* To be an advocate for ASE membership within their science education sector
* To prepare diligently for the meetings of the Committees/SIG by reading the materials sent in advance and taking part in any forum discussions in their area of expertise
* To be ready to respond in a timely manner to consultations in their area of expertise
* In order to carry out these responsibilities, the member of the Committee/SIG must have the following qualities and expertise:
	+ Excellent communication and listening skills
	+ A commitment to the work of the Committee/SIG and of the Association
	+ A high standard of personal professional development. We encourage all committee members to consider applying for the status of RSciTech, RSci or CSciTeach

**Members’ Expenses**

ASE recognise that ASE committee members often commit a substantial amount of time to ASE and without this contribution ASE could not be as successful or supportive of its membership as it has been. As such we are extremely grateful to committee/SIG members for their time and expertise, which is often freely given.

All committee/SIG members may claim for the reimbursement of expenses in line with the Allowable Expense Policy.

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

**Last updated June 2023**

**Approved by the Trustee Board July 2023 and by Education Group in June 2023**

**To be reviewed by June 2025**

[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