The History and Archives Task Force is established to promote amongst members and the public an appreciation of The Society’s history and its relevance to modern science. Also, to ensure the appropriate maintenance and development of The Society’s historical collection.

Terms of Reference: History and Archives Task Force

A Task Force is a smaller group than a Committee, focusing on one topic rather than a full strategic strand. The group exists indefinitely under the guidance of the Education, Public Engagement and Policy (EPEP) Committee.

PURPOSE

Reporting to the EPEP Committee, and in collaboration with staff, this Task Force is responsible for:

- Promoting and facilitating the appreciation and understanding of the history of The Society and of physiological science and education to help The Society achieve its Vision of Physiology Flourishing;
- Informing The Society’s historical collections (papers, images and apparatus) in collaboration with appropriate professional repositories.

The History and Archives Task Force (HAT) will work with staff to deliver project plans set by EPEP and/or Council. It may also propose new projects to EPEP for consideration, where the aim is to achieve the objectives as set out in The Society’s Strategy.

REMIT

HAT will contribute to the maintenance of The Society’s historical records and ensure the regular accrual of important records. It will also promote awareness of the archive and its content in order to raise the profile of physiology and its importance to scientific discovery and advancements in medicine.

The Chair of HAT or their delegate (for Paton Prize Lecture only) will sit on the Prize Lecture Task Force and also review applications for the Paton Prize Bursary Fund.
GOVERNANCE

Membership

The membership requires a balanced portfolio of skills knowledge and experience to be able to fully support and engage with the remit of the Task Force. The maximum size of the Task Force will be six.

The Task Force will comprise of:

- The Chair, who will be a Member of The Society. In the absence of the Chair, due to for example, illness the remaining members present can elect one of themselves to chair that meeting;
- The Honorary Archivist;
- A Membership Champion at senior/established level, who shall be a Member of The Society;
- An early career Member of The Society;
- Other members (a maximum of 2 may not necessarily be Members of The Society).

The quorum necessary for the transaction of business shall be 50% of the membership of the Task Force, plus one.

External members should be chosen to include an appropriate range of skills and expertise not found among the membership. The Chair will serve for four years; further details are provided in the subsidiary regulations. The Honorary Archivist will serve until such time that they may wish to retire from the position. Other Members of the Task Force will normally serve a term of three years.

The Chair will appoint an Equality, Diversity and Inclusion Champion from the members of the Task Force who are also Members of The Society. This person may also be one of the two Membership Champions. This person should serve at least one year in this role.

There is a minimum expectation of 33% female representation and ideally 50% across all Society activities. All Society meetings should be conducted in a manner that is supportive of Equality, Diversity and Inclusion to ensure that the entire talent pool be considered in all discussions regarding Society activities.

Staff Attendance

The SMT leads for the Engagement strand of the strategy – the Head of Professional Development and Engagement and the Head of Policy and Communications - will provide the conduit between the Task Force, EPEP and staff.

The Head of Professional Development and Engagement or the Head of Policy and Communications shall be required to attend the Task Force, unless otherwise delegated to an appropriate member of staff.

Recruitment of Members

New Task Force members, including the Chair will be recruited through the following process as agreed by Council and noted in the following document - Appointments to Advisory Committees, Finance Committee and Task Forces:

- Chair of the Task Force, Chair of EPEP working with the two SMT leads identify the required skills and experience and carry out a skills gap assessment
- Open call to Membership detailing the required skills, experience and time commitment, complemented by targeted search where appropriate;
- Potential new members provide statement of interest;
- Chair of EPEP and Task Force and one member of SMT will discuss applications, assess and record demonstration of skills and experience against requirement;
Terms of Reference

– Successful candidates invited to join the Task Force.

Frequency and duration

The Task Force will meet as required and may lie dormant for a short period and then come back into action when there is a piece of relevant work or a discrete project.

Where the absence of a Task Force member is unavoidable, apologies should be sent to the Chair as soon as possible and comments on the agenda items and papers submitted prior to the meeting. Reasonable adjustments in the form of remote access to meetings and allowances for absence in exceptional circumstances may be made.

Finance and legal

A Task Force may not authorise expenditure and must observe any budget set for it and follow the financial controls and accounting procedures and requirements set by the Council for The Society. A Task Force must not enter into any legal commitments or incur any financial or other liabilities on behalf of The Society.

Conflicts of interest and loyalty

A Task Force member who has a clear and substantial interest in a matter described above should declare that interest before, or at the beginning of any Task Force meeting where the matter is to be discussed, whether or not that interest is already recorded in the Register of Interests. Ideally, a notice should be sent to the Chair before the meeting. The Chair of the meeting should ask, at the beginning of each meeting, whether anyone has or may have a conflict, where this might be relevant. As new conflicts are discovered they should be added to the Register of Interests. Further details are provided in The Society’s Policy on Conflicts.

Reporting procedure

Agendas and associated documentation will be distributed seven days before the meeting, via email.

The Task Force must have formal minutes of its meetings and record all proceedings, decisions and recommendations. Minutes, approved by the Chair, should be written within two weeks of the meeting and circulated to Task Force members. The “Chair’s minutes” will be submitted to the next EPEP meeting.