

Terms of Reference

Type of Group	Group
Title	History and Archives Group (H&A)
Last Reviewed	Approved by Council CL20.02 - 2020
Next Review due	June 2021 (first review after a year of operation and from then, every two years by Council)

Terms of Reference: For the History and Archives Group

PURPOSE

The Group exists indefinitely under the guidance of the Education, Public Engagement and Policy (EPEP) Committee. It will be referred to below as History and Archives (H&A)

PURPOSE

Reporting to the EPEP Committee, and in collaboration with staff, H&A 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.

H&A 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

- H&A 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 H&A or their delegate (for Paton Prize Lecture only) will sit on the relevant Committee and also review applications for the Paton Prize Historical Fund.
- Maintain oversight of their annual budget, drawn up by SMT, reviewed by H&A in consultation with EPEP, recommended to Finance Committee and approved by Council;
- Receive and review budgetary updates from SMT and ensure appropriate recommendations and corrective action are taken when significant changes are detected.

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 History and Archives Group. The maximum size of the History and Archives Group will be six.

H&A will consist of:

- The Chair, who will be a Member of The Society. In the absence of the Chair, for example, due to 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 (up to a maximum of 2 who may not necessarily be Members of The Society).
- A member of staff who can provide the regular conduit between the Group, EPEP and staff.
- An EDI champion. (This person may also be one of the two membership champions or other members. They should serve at least one year in this role)

The quorum necessary for the transaction of business shall be 50% of the membership of the Group, 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 Committee will normally serve a term of three years. The Group may co-opt additional temporary members for particular tasks or projects.

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.

The Chair will appoint an Equality, Diversity and Inclusion Champion from the members of the Group 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.

Staff Attendance

The SMT lead for the engagement strand of the strategy – the Head of Professional Development and Engagement will provide the conduit between the staff and History and Archives. The Head of Professional Development and Engagement or another relevant staff member of the team shall be required to attend this Group. Other staff may, at the SMT leads discretion and by agreement of the Chair, attend meetings as required.

Recruitment of Members

- New members of H&A including the Chair will be recruited through the following process as agreed by Council and noted in The Society document - Appointments to Advisory Committees, Finance Committee and Task Forces:
 - Identify need for skills and experience;
 - Open call to Membership, complemented by targeted search where appropriate;
 - Potential new members provide a statement of interest and suitability;

- On the basis of the statement, the Chair of EPEP, the Chair of H&A and one member of SMT will discuss applications and invite such an individual to join H&A.

Delegated authority

In carrying out its business, the Group will refer to its Terms of Reference.

Frequency and duration

The Group will meet in person 2 times/year or via tele-conference if necessary.

Members are expected to miss no more than two meetings throughout their term of office. Where absence 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. Members who miss more than two meetings without extenuating circumstances, will be required to stand down.

Finance and legal

A Committee or Group 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 Committee or Group 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 Group member who has a clear and substantial interest in a matter described above should declare that interest before, or at the beginning of any Meeting where the matter is to be discussed. 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.

Reporting procedure

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

All meetings of the Group are carried out through reporting by exception where upon staff, with input from the Group lead, provide the relevant information on areas of activity where input is required.

The Group will take 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 H&A members. The “Chair’s minutes” will be submitted to the next EPEP meeting.

The Chair or delegated representative of the History and Archives Group may attend the Scientific Forum meeting along with Chairs of the other Society committees if business relevant to the Group’s activities are being considered.