

TERMS OF REFERENCE FOR THE EARLY CAREER NETWORK

The Early Career Network was formed on 29th November 2018 and is part of the Geological Society.

Objectives

- Promote and support professional development in the widest sense, for early career geoscientists in all sectors of employment
- Provide opportunities for mutual support and networking among its members
- Facilitate collaboration between early career representatives of existing Specialist and Regional Groups of the Society
- Engage early career geoscientists in delivery of the Society's Business Plan objectives, serving science, profession and society
- Engage with external groups with common aims and interests
- Promote diversity, equality and inclusion in geoscience, and provide a welcoming and nurturing environment for all

Aims

The aims and activities of the Network include, but are not limited to, the following:

- Provide support and guidance for professional development across all sectors of geoscience, recognising the varied needs of those in different sectors and career stages
- Organise events and activities in London and across the UK
- Develop and maintain active online communications
- Provide support and guidance for those working towards Chartership, or considering doing so
- Provide networking opportunities, both peer-to-peer and individual-to-company
- Connect members to people outside their own sector, and hence to the broader geoscience community
- Provide assistance with work placements, skills development and other aspects of employability
- Explore new mentoring opportunities, including peer-to-peer
- Engage actively with the Society's conference programme, including through the Janet Watson Early Career Symposia and the Early Careers Award managed by the Education Department
- Contribute to policy consultation responses, education and outreach activities as appropriate, working with the relevant staff and committees
- Establish links with relevant external organisations

Committee

- The Network will be managed by a Committee consisting of up to ten members and will comprise a Chair, Treasurer, Secretary, Specialist/Regional Group Liaison Officer and up to six other members some of whom will have specific responsibilities for communications (to include social media)
- Election of the Committee shall be by ballot of members at the AGM. Members of the Committee shall serve for a period of three years and are eligible to stand again for the same post for a second term. Elections to each post shall be held when necessary due to the expiry of terms. All members of the Network are eligible for election and to vote
- The quorum for a meeting shall be four members, one of whom shall be an Officer of the Network

Finance

- The Treasurer shall be responsible to the Committee for the financial affairs of the Network
- The Treasurer shall submit an account annually to the Committee and provide an estimate of expenses to be incurred in the following year
- An annual statement of accounts will be produced for approval at the AGM
- An annual statement of accounts will be emailed to the Director of Finance and Operations at the Society

Method of Working

- The Network Committee will convene at least 3 times a year to discuss the plans, progress and outputs of the Network
- The Network will conduct an Annual General Meeting open to its members to discuss the aims, objectives and progress of the Network
- A member of the Network Committee will sit on Science Committee and Professional Committee, respectively, ensuring effective communication with these committees, Council and any other relevant groups
- The Chair or nominated representative will attend the annual Specialist Groups Meeting

Membership

- The Network is open to all members of the Society
- It is aimed principally at those who completed their degree less than 10 years ago, but the network is open to anyone interested in its activities

Communication

- Communication will be mostly online, including through the Network's page on the Society's website, blogs, the Society's main email newsletter, other email shots and social media
- It will be the responsibility of the Committee to ensure members adhere to an online Code of Conduct

Terms of Reference

- Changes to these Terms of Reference are to be suggested by the committee and agreed at the AGM