

 <p>The Geological Society</p>	<p>The Geological Society of London</p> <p>REGULATIONS</p>	<p>Number : R/G/7</p> <p>Issue : 9</p> <p>Date : 17/06/15</p> <p>Page : 1 of 14</p>
	<p>STANDING COMMITTEES OF COUNCIL</p>	<p>Approval Authority</p> <p>COUNCIL</p>

1 OBJECTIVE

To ensure that a schedule is maintained of all Standing Committees of Council and their terms of reference.

2 SCOPE

This Regulation covers a schedule of the Standing Committees that have been established by Council for the proper conduct of the business of the Society, and its scientific purposes in accordance with Bye-laws.

3 STANDING COMMITTEE MEMBERSHIP

The membership of standing committees is defined by Bye-laws 6.17 and 7.16 and as amplified in these Regulations.

4 SCHEDULE OF STANDING COMMITTEES

Audit Committee	Annex A
Awards Committee	Annex B
External Relations Committee	Annex C
Finance and Planning Committee	Annex D
Professional Committee	Annex E
Publications and Information Committee	Annex F
Science Committee	Annex G
Elections Committee	Regulation R/G/9
Officers	Regulation R/G/4

AUDIT COMMITTEE

A.1 TERMS OF REFERENCE

- To keep under review policy and procedures relating to internal and financial accounting procedures;
- To conduct a detailed examination of the draft annual accounts of the Society;
- To undertake any such matters as may be required by Council; and
- To report to Council.

A.2 STRUCTURE

The Audit Committee will be chaired by a Fellow appointed by Council and shall comprise not more than five Fellows with experience of financial management. None of the members of the Committee shall be members of Council.

The membership of the Committee is determined by Council.

Members of the Committee will normally serve for three years.

The Treasurer, Executive Secretary and Director of Finance & Operations will attend the meetings of the Audit Committee.

A.3 METHOD OF WORKING

The Committee will at least once per year.

AWARDS COMMITTEE

B.1 TERMS OF REFERENCE

To consider nominations received from the Fellowship for the Society's awards, medals and funds, and to encourage additional nominations as necessary;

B.2 STRUCTURE

The Awards Committee will be chaired by the President and comprise up to 18 other Fellows, no more than five of whom shall be members of Council.

The membership of the Committee is determined by Council annually, and will be drawn so as to achieve a balance of expertise across the whole of the geosciences, including the applied science.

B.3 METHOD OF WORKING

The Committee will meet as and when necessary, at least twice a year.

EXTERNAL RELATIONS COMMITTEE (ERC)

C.1 AIMS

- To raise public awareness and understanding of geoscience, and the professional activities of geoscientists, including the relevance of the science and profession in aiding policy and decision-making concerning wealth creation, provision of resources, sustainability, environmental protection and conservation;
- To consider nominations for Honorary Fellowship; and
- To make recommendations to Council regarding these nominations.

C.2 TERMS OF REFERENCE

- To promote and support geoscience education at all levels
- To promote and support geoconservation in the UK and internationally
- To foster an effective public image for the science and profession by managing the Society's external relations activities, and co-ordinating these with other bodies within science in general and geoscience in particular
- To foster a dialogue with the public and other stakeholders on the place and role of geoscience in society
- To develop the Society's relationships with officials and parliamentarians in Whitehall and Westminster, and in the devolved administrations in Edinburgh, Cardiff and Belfast
- To co-ordinate the Society's public statements, and responses to government and other consultations
- To foster a mutually beneficial working relationship with the media
- To develop relationships with appropriate national and international learned and professional bodies

C.3 STRUCTURE

The Secretary, Foreign & External Affairs will chair the ERC. The Committee membership will consist of up to four members of Council plus six other Fellows of the Society to be agreed by the Committee and Council. The ERC may also co-opt as many additional members as it sees fit, to adjust disciplinary balance and to obtain additional expertise in science communication of all kinds.

The secretariat will be provided by the Executive Officer, who is a member of the Geological Society's staff at Burlington House. The Executive Secretary, Director of Policy & Communications, the Earth Science Communicator and the Policy Assistant will also attend meetings of the Committee.

C.4 METHOD OF WORKING

The ERC will meet no more than four times a year and may invite the attendance or advice of others as required. Three sub-committees report to the Committee: the Education Committee, the Joint Higher Education Committee and the Geoconservation Committee.

In addition, the Committee may establish small working groups from time to time to address particular issues.

FINANCE AND PLANNING COMMITTEE

D.1 AIMS

- To ensure the financial health of the Society, through:
 - maximising revenue generation and cost effectiveness, consistent with its charitable aims;
 - transparent accounting and financial reporting mechanisms;
 - effective financial planning and investment management.
- To ensure that the Society sets and delivers an ambitious but achievable business plan in pursuit of its strategy.

D.2 TERMS OF REFERENCE

- To set the annual budget timetable, and to work with staff and other committees to develop revenue and capital budgets.
- To monitor performance against the budget throughout the year.
- To oversee production of financial accounts shortly after the financial year end for approval by Council.
- To ensure that all monies and investments held in the Society's various Funds are properly managed.
- To coordinate fundraising and sponsorship activities.
- To work with staff and other committees to maintain and update a rolling three-year business plan for the delivery of the Society's strategy, and to monitor progress against it.
- To advise Council on other financial and business planning matters.

D.3 MEMBERSHIP

Chair: Treasurer
Other members: Secretary, Foreign and External Affairs
Secretary, Professional Matters
Secretary, Publications
President-designate, when applicable
Up to three recent members of Council

Staff members: Executive Secretary
Director of Finance & Operations
Director of Policy & Communications
Director of Publishing, Library and Information Services
Executive Officer (*Secretary*)

Officers serve throughout their terms of office. Former Councillors will usually serve for up to five years, and will be appointed on retirement from Council or within two years of this date.

D.4 REPORTING COMMITTEES

- Corporate Affiliates Committee
- Investment Committee

D.5 METHOD OF WORKING

There will be at least four meetings of the Committee each year. Further business may be conducted by email.

PROFESSIONAL COMMITTEE (PC)

E.1 AIMS

To promote professional excellence and ethical standards in the Earth sciences for the public good. These aims are achieved through:

- defining, maintaining and developing high professional standards for geoscientists
- promoting career development for geoscientists

E.2 TERMS OF REFERENCE

- the establishment and validation of criteria for election to Fellowship
- the establishment and maintenance of procedures to examine and affirm the standing of Fellows in the profession and practice of geology for the purpose of validation as Chartered Geologists
- the development of training and Continuing Professional Development
- the establishment, maintenance and adherence to a Code of Conduct
- the investigation of alleged breaches of Code of Conduct and advising Council accordingly
- the establishment of close links with the Society's Regional Groups
- liaison with comparable organisations in the UK and overseas to further the professionalism of Geoscientists
- the optimising of services provided to Fellows through periodic review of the adequacy of existing services and the scope for new ones

E.3 STRUCTURE

The Professional Committee (PC) will be chaired by the Secretary (Professional Matters) who should be a Chartered Geologist. At least four other members of Council will serve on the PC. Non-Council members will be appointed onto the PC, as necessary, and will generally serve as members of the PC for not more than three years. The majority of the PC will be Chartered Geologists.

The Executive Secretary, the Director of Finance & Operations and the Fellowship Services Manager will attend meetings of the PC. The secretariat will be provided by the Executive Officer.

E.4 METHOD OF WORKING

The PC will meet at least four times annually.

PUBLICATIONS AND INFORMATION COMMITTEE (PIC)

F.1 TERMS OF REFERENCE

- Ensure publishing and library activity is planned in accordance with the Society's strategic priorities, and in line with financial objectives
- Advise Council and Standing Committees on matters relating to the development of the society's publishing, library and information services
- Review the Library's Collection Development Policy on acquisitions, preservation and disposals, and the management of its Archive
- Ensure that developing publishing and information technologies are reflected in Society's services to Fellows, subscribers and service users
- Provide oversight of the scientific quality of the Society's published output
- Establish Terms of Reference, membership and accountabilities for its Reporting Committees and appoint journal Chief Editors
- Encourage the long term integration of publishing, library and information services wherever possible.

F.2 AIMS

- To promote awareness and accessibility of published and acquired physical and electronic resources for the Earth science community
- To enhance and promote the Library's historical, archive and e-resource collections
- To ensure the library's collections reflect the continuing professional development, research and practice needs of the Fellowship
- To publish and distribute relevant, high quality, peer-reviewed Earth science literature in a timely and affordable manner, and in so-doing maximise publishing revenues for the Society
- To maintain oversight of publishing technologies to ensure delivery, production and dissemination of content to the required standards
- To ensure publication practices meet the highest ethical stands, and to act as final arbiter in case of any disputes with authors, editors or referees
- To ensure the most effective utilisation of customer and user data and communications technologies in the promotion and sale of new products and services
- To monitor provision of internal IT services in the Publishing House and Library and advise Council on strategic IT investment decisions as affect these areas.
- To liaise with the Science and External Relations Committee such that publishing, library and information service strategy is aligned with the Society's science and external relations policies.
- To provide Council with advice on staffing levels, priorities and morale.

F.3 STRUCTURE

Chair

The PIC is chaired by the Secretary (Publications).

Membership

- The Committee is comprised Council members plus other Fellows with publishing, library, or financial experience or significant knowledge, or experience of electronic information services.
- Due regard is given to the need to ensure continuity, a range of expertise and the balance of representation of authors, researchers and library service users, and of the wide range of geoscientists and those with other related interested.
- External consultants may also be appointed and their time charged to the Society.
- Council approves membership annually.

Staff attendance

The Executive Secretary, Director of Publishing, Library and Information Services and Director of Finance & Operations attend meetings of the Committee and, *by invitation*, Library and Information Services Manager, Head of Sales, Marketing and Distribution, and Senior Production Editor.

Secretariat

The secretariat is provided by the Commissioning Editor.

F.4 METHOD OF WORKING

- There will be at least three in-person meetings of the Committee per year, normally in preparation for a forthcoming Council meeting.
- The meetings take place at Burlington House or in Bath.
- Between meetings Committee business is conducted by email.
- The Committee establishes sub-Committees and Editorial Boards as required (see below).

F.5 REPORTING COMMITTEES

Books Editorial Committee

The BEC is chaired by a member of the Publications Information Committee and comprises a group of editors and advisors whose experience covers a broad range of Earth science topics. It expedites publishing decisions and ensures that high scientific quality of Society book titles is maintained at all times. The BEC meets as required, but at least once each year in conjunction with one of the Publications and Information Committee meetings. Between meetings the Committee conducts normal business by email.

Journal of the Geological Society Editorial Board

The JGS Board is chaired by the Chief Editor who, in turn, appoints an Editorial Board. The Chief Editor is appointed by the Society. The Board is concerned primarily with quality control and the refereeing of submitted articles. The Board meets as required, but with at least one in-person meeting per year. The Chief Editor is a member of the Publications Information Committee. Day to day running of the journal is the responsibility of the Chief Editor, assisted by the relevant Production Editor.

Quarterly Journal of Engineering Geology and Hydrogeology Editorial Board

The QJEGH Board is chaired by the Chief Editor who, in turn, appoints an Editorial Board. The Chief Editor is appointed by the Society. The Board is concerned primarily with quality control and the refereeing of submitted articles. The Board meets as required, but with at least one in-person meeting per year. The Chief Editor is a member of the Publications Information Committee. Day to day running of the journal is the responsibility of the Chief Editor, assisted by the relevant Production Editor.

Library Users Group

The LUG represents key user constituencies, drawn from a range of interests, professions and fields. Its remit encompasses both the library and archives, and it represents remote users as well as those making use of Burlington House facilities. The Group considers opportunities for engaging with those who are not traditionally users of Society information services, and the broader promotion of library services to users and non-users alike. The Committee Chair is a member of the Publications Information Committee, and is appointed by the Society. The LUG meets three times each year, usually ahead of a Publications and Information Committee.

F.6 OTHER COMMITTEES

Petroleum Geoscience (published jointly with the EAGE) Editorial Board

The PG Board is chaired by the Chief Editor who, in turn, appoints an Editorial Board. The Chief Editor is appointed by the Petroleum Geoscience Management Team (see below). The Board is concerned primarily with quality control and the refereeing of submitted articles. The Board meets as required, but with at least one in-person meeting per year. Day to day running of the journal is the responsibility of the Chief Editor, assisted by the relevant Production Editor.

Geochemistry: Exploration, Environment, Analysis (published jointly with AAG) Editorial Board

The GEEA Board is chaired by the Chief Editor who, in turn, appoints an Editorial Board. The Chief Editor is appointed by the Petroleum Geoscience Management Team (see below). The Board is concerned primarily with quality control and the refereeing of submitted articles. The Board meets as required, but with at least one in-person meeting per year. Day to day running of the journal is the responsibility of the Chief Editor, assisted by the relevant Production Editor.

Petroleum Geoscience Management Committee

This Committee is made up of representatives from the Geological Society and the European Association of Geoscientists and Engineers. The Committee is concerned with policy, strategy, finance and marketing of the journal. The Committee meets twice a year, usually once each in the Society's and EAGE's head quarters in London and Houten respectively. The Geological Society's representatives are normally the Publications Secretary, the Executive Secretary and the Treasurer. The Director of Publishing, Library and Information Services attends as a representative of the publisher but not as a member of the Petroleum Geoscience Management Committee.

Geology Today Management Committee

This Committee is made up of representatives from the Geological Society, the Geologists' Association and Wiley-Blackwell. The Committee is concerned with policy, strategy, finance and marketing of the magazine. The Committee meets at least once a year at Wiley Blackwell's office in Oxford, or at Burlington House. The Geological Society's representatives are normally the Publications Secretary, the Director of Publishing, Library and Information Services and a member, or former member, of the Publications Committee.

Terra Nova Management Committee

This Committee is made up of representatives from European geological societies (currently eighteen). The Committee normally meets biennially at the annual EUG meeting, or in between such meetings as appropriate. The Geological Society's representative is normally the Publications Secretary, or a member of the Publications and Information Management Committee attending the EUG conference.

F.7 WORKING GROUPS

Working Groups are to be established to tackle specific issues on a time-limited basis, and with a defined set of objectives and required outcomes. Membership will usually be small and focused and include at least one member of PIC and one member of staff, and may include those from outside the Society with specialist skills and insight. The Chair may not necessarily be a member of PIC.

SCIENCE COMMITTEE

G.1 AIMS

- To develop a high quality and relevant programme of scientific meetings in London, around the UK and internationally
- To stimulate the advancement of geological knowledge and to facilitate communication among professional geoscientists in academia, industry and government, through meetings and publications
- To deliver the highest quality science output to the highest international standards through a series of Flagship events, identifying stimuli, monitoring and rewards, and to encourage the dissemination of the resulting knowledge
- To advise on ideas for future Special Publications/Thematic Sets, and encourage publications resultant on meetings in Geological Society published Journals, Special Publications and Memoirs
- To ensure that the scientific output of the Society remains entirely consistent with the Science Strategy

G.2 TERMS OF REFERENCE

The Science Committee is responsible Council for the delivery of the Society's scientific meetings programme. In the past Science Committee has acted on proposals initiated by the Society's Fellows and other members of the geoscience community. Now the Science Committee has the opportunity to continue accepting proposals as well as addressing strategically important areas of geosciences in which it believes the Society's science programme merits active development.

G.3 SOCIETY FLAGSHIP MEETINGS

The Society's Flagship meetings and themed years form the basis for underpinning and communicating the Science Strategy to both the Fellowship and external scientific/public audiences, including those in education. Key meetings will usually take place at Burlington House but may on occasion be held elsewhere. Topics will have particular scientific merit and will be of interest beyond a single geoscientific specialism. This might be demonstrated by the involvement of more than one Specialist Group or another scientific society, or by reference to wider public interest in the topic. Key meetings include:

- William Smith Meeting
- Lyell Meeting
- Fermor Meeting
- Arthur Holmes Meeting
- Frontiers Meeting
- Bryan Lovell Meeting

Specialist Groups & Joint Associations are encouraged to propose meetings to the Science Committee from their individual areas of interest for inclusion in

the Flagship Programme. Flagship Status recognises both the high quality of scientific content and the broader appeal of the subject matter outside a single geoscientific specialism.

G.4 SPECIALIST GROUPS AND JOINT ASSOCIATIONS

- The Science Committee will encourage and support meetings of Specialist Groups and Joint Associations and facilitate active representation on Science Committee
- Support Specialist Groups and Joint Associations in promoting their specialisms through other appropriate activities

G.5 STRATIGRAPHY

- The Science Committee will assist in maintaining and enhancing the stratigraphic framework of UK geology for both national and international research

G.6 SPECIAL PUBLICATIONS

- The Science Committee will advise on ideas for future Special Publications/Thematic Sets
- The Science Committee will encourage publication in Society Journals, Special Publications & Memoirs of scientific content resulting from Society meetings

G.7 STRUCTURE

The Science Committee will be chaired by the Science Secretary. The Committee membership will consist of up to five members of Council plus up to five Fellows of the Society. The term of membership will normally be 3 years.

The Executive Secretary, the Director of Policy & Communications and the Publishing House Commissioning Editor will attend meetings of the Science Committee. The Science Committee secretariat will be provided by the Conference Manager.

Science Committee members will have individual responsibility for working with designated and agreed collections of Specialist Groups, Joint Associations and the Stratigraphy Commission. They will be responsible for providing the Science Committee with update reports on the activities of their assigned Specialist Groups, for keeping the Groups informed about Science Committee's plans and activities, and for engaging the Specialist Groups in delivery of the Science Strategy.

Representatives from all the Specialist Groups, Joint Associations and the Stratigraphy Commission will be invited to attend a full Specialist Groups meeting once a year, to be held around the time of the May Science Committee meeting.

G.8 METHOD OF WORKING

The Science Committee will usually meet three times a year, in advance of Council meetings and scheduled up to one year in advance to facilitate travel planning.

The Science Committee will usually meet in February, May and September.