INSTITUTE COMMITTEE
TERMS OF REFERENCE
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This Board is established by Bye-Law 20 (d). The purpose of the Institute is to deliver the obligations of its Royal Charter and Bye-Laws. The Institute must deliver a service to the materials, minerals and mining communities and related parties in an effective and efficient way and retain the ability to continue to deliver to those communities into the foreseeable future. This is the objective of all elements of the governance and of all participating individuals.

The remit of the Technology Communities Board is:
- To provide a catalyst for multi-disciplinary activity, by promoting cross-functional working and developing best practices within existing technical communities, to deliver the strategic aims and goals of the Institute.

The structure of the Technology Communities Board will be closely aligned with the elements of the materials cycle, namely:
- Mining, minerals and petroleum
- Design and lifecycle management
- Materials science and engineering
- Product applications and manufacturing technologies

This Board reports to the Executive Board.

1. Board Membership

The Board will be chaired by a senior member of the Institute who’s industrial and/or technical knowledge is significant and who has proved themselves to have consistently pursued the objects of the Institute through service to it. Nominations for Chair will normally come from within the Board but will be subject to approval by the Nominations Committee and the Institute’s Executive Board in line with whatever Regulations may from time to time be enacted.

There shall be a Vice-Chair, who will be an individual qualified to become Chair. They should reasonably be expected to be nominated for Chair when a vacancy arises.

The remainder of the Board will be populated by 8 strategic advisors, comprising 2 from each of the 4 elements in the materials cycle. Appointment of the 8 strategic advisor positions will be via nomination through recognised Divisions, Committees and Groups, followed by interview by the Chair, Vice-Chair and members of the Executive Board as may be appropriate.

- The terms of office of Chair/members will be 4 years except in exceptional circumstances agreed by the Nominations Committee.
- Chair, Vice Chair and/or members will serve a maximum of two terms.
- Members of the Board shall give the whole of their time as members of the Board considering the matters for which the Board is established and will declare any conflicts of interest they may have on offer of appointment and at any time when the business of the Board raises the possibility of conflict.
- All declarations of conflict of interest must be recorded in the minutes.
- Members of Committees are reminded that at all times they are subject to the Institute’s Code of Professional Conduct.
- There shall be a secretary provided by the Institute.

2. The Role of the Chair

- To uphold the standards and practices of the Institute.
- To manage and organise the Board in such a way as to deliver its remit.
- To chair physical and virtual meetings and business.
- To provide interim reports to and to receive direction from the parent body.
- To communicate within and outside the Board as necessary to deliver its remit.
- To allocate tasks to members of the Board in order to progress its work.

3. The Role of the Vice-Chair

- To assist the Chair as directed by the Chair.
- To act in the place of the Chair as necessary in the case of absence, etc.

4. The Role of the Strategic Advisors

- To provide effective communication and networking with existing Divisions, Committees and Groups about the TCB remit.
- To encourage cross-functional working between divisions for the development of interdisciplinary events.
- To support the Chair and Vice-Chair in the delivery of the TCB remit.

Note: it is unlikely that a Strategic Advisor could simultaneously hold a role as Chair of a Technical Community for any significant period of time.
5. The Role of the Secretary

• To record the business of the Board/Committee.
• To provide communication with and between members.
• To retain the records of proceedings and communicate these to the parent body.

6. Frequency of meetings

This Board shall transact as much of its business as possible virtually but may meet physically three times per year. Exceptionally there may be additional meetings as business necessitates. The Board will also facilitate an annual Technical Communities Forum, which will allow for the sharing of best practice and networking within the existing Divisions, Committees and Groups structure.

7. Purposes of the Board

Here forward, the term ‘Technical Communities’ will refer to all constituent Divisions, Committees and Groups within the existing Institute membership structure.

• To provide a catalyst for multi-disciplinary activity between technical groups of IOM3
• To advise the trustee body of the Institute on the Technical Communities structure necessary to fulfil the technical needs of Institute members and the broader community
• To assess and develop the Technical Communities structure needed to deliver a technical programme for the Institute, encouraging cross-divisional working and working with appropriate Local Societies
• To review on behalf of the Executive Board, the activities of Technical Communities and assist them in improving their performance and to receive Annual reports as part of this process
• To enable the Technical Communities to contribute to the fulfilment of the objects of the Institute and to suggest ways in which this can be improved.
• To assist the Institute where appropriate in assessing the benefits of linkages with other institutions and societies in the UK and elsewhere
• To help develop industrial, academic and governmental links to the Institute at senior level thereby growing influence, visibility and recruitment.
• To strengthen links with government and to provide help or develop policy for government initiatives on materials and their associated industrial applications
• To make recommendations on policy issues relating to the above terms of reference, brought either by the Technical Communities, or referred to it by the Executive Board
• To ensure that Technical Communities are operating within their terms of reference.

New Technical Communities may be formed through the recommendation of the TCB to the Executive Board. It is normally expected that Technical Communities will address the needs of a substantial community within the Institute (normally about 1000).

It is recognised that Technical Communities often have a finite lifetime and that disbandment may be necessary if a particular group stops being effective or if the related technical community declines – such termination will be agreed by the TCB for subsequent ratification by the Executive Board.

8. Ancillary Purpose

When the business of a Board or Committee identifies any matters, not within it remit, that might usefully be considered by another Board or Committee that may assist the Institute in the upholding of standards or the delivery of services it shall be the obligation of the secretary to make any and all relevant Boards and or Committees aware.

These Terms of Reference are approved by the Executive Board.

This version was approved in November 2019.

9. Appendix 1: Generic Terms of Reference for Divisions, Societies and Groups

A Division, Society or Group will be operated by a Board in accordance with Institute governance and guidance and will report to the Technical Communities Board (TCB), of which Board chairs will be members of the Institute. A Board will comprise a Chair and appropriate members invited by the Board with the knowledge, skills and commitment to contribute actively to the Board’s activities. A Board should be diverse in terms of age, gender and experience. A Board should not exist merely as a private networking opportunity for Board members. Board members should normally be members of the Institute or be representing another Professional Body. A Divisional Board shall not normally be larger than 20 members without the permission of the TCB. No more than 2
members of any Board may be non-members of the Institute and a non-member shall never take the chair.

**Technical Community Objectives**

The objectives of a Division, Society or Group Board, as identified by the needs of its technical community, are:

- To be a focus for members’ professional development in a particular industrial or other professional sector.
- To operate a Committee structure which best serves the needs of the sector(s) within its remit.
- To advise the Institute on technical matters relating to the sector.
- To deliver a self-financing technical programme that may consist of lectures, seminars, workshops, conferences, webinars, visits or other activities potentially using video conferencing.
- To facilitate networking within the sector.
- To maintain and keep updated a web ‘microsite’ of value and interest to the sector.
- To maintain the visibility of the division using, for example, newsletters, brochures & house journals.
- To contribute to Institute publicity and displays.
- To engage with appropriate organisations nationally and internationally, including Institute local societies and overseas groups.
- To contribute to public debate within the Institute’s mechanisms and be a source of technical expertise in areas of public interest.
- To promote and contribute to the development of training courses, where appropriate, within the Institute framework of training activities.
- To promote Institute membership at all levels within the sector, with particular emphasis on engagement with young engineers and scientists.
- To advise the Awards Committee on the award of Institute prizes within the sector
- To support Institute publications, including the house journals.
- To undertake any other activity that will contribute to Institute members’ professional development.

The Institute recognises the constraints imposed on Boards by the limited time available to volunteers. However, it relies on the Boards to sustain the technical communities and expects the Boards to maintain an acceptable level of activity.

**Appointment of Technical Community Chair**

At least three months before an existing Chair intends to step down, they should inform the CEO to enable the process to find a successor to be launched. Applications for the role will be invited from the members of the Institute, advertised in the manner deemed appropriate by the CEO. Applications will consist of a CV and a statement of what the individual proposes to do as Chair. Applications will be considered by a selection panel, which normally will consist of three people. To ensure the views of the relevant Technical Community are taken into account, one of the three will be nominated by that Board. The other two will be the TCB Chair and one person nominated by the Nominations Committee. The panel will conduct the selection process, which could be paper based or involve an interview, as is deemed appropriate by the selection panel. The recommendation of the panel will go to the Nominations Committee, which passes it on to Trustees on the Executive Board if content for Trustees to make the appointment.
This Board is established by Bye-Law 20 (d). The purpose of the Institute is to deliver the obligations of its Royal Charter and Bye-Laws. The Institute must deliver a service to the materials, minerals and mining communities and related parties in an effective and efficient way and retain the ability to continue to deliver to those communities into the foreseeable future. This is the objective of all elements of the governance and of all participating individuals.

Members of the Board shall give the whole of their time as members of the Board considering the matters for which the Board is established and will declare any conflicts of interest they may have on offer of appointment and at any time when the business of the Board raises the possibility of conflict. All declarations of conflict of interest must be recorded in the minutes.

All members are expected to use their best efforts to promote the Institute and to promote membership.

Members of the Board are reminded that at all times they are subject to the Institute’s Code of Professional Conduct.

There shall be a secretary provided by the Institute.

1. Purposes of the Board
These will be grouped into:
1. The application or upholding of standards.
2. The delivery of services.

2. Ancillary Purpose
When the business of a Board identifies any matters, not within it remit, that might usefully be considered by another Board or Committee that may assist the Institute in the upholding of standards or the delivery of services it shall be the obligation of the secretary to make any and all relevant Boards and or Committees aware.

The Members’ Board reports to the Executive Board of the Institute.

3. Remit of the Board
• To review the provision of local and international groups of the Institute and recommend to the Executive Board the resources required to support this activity.
• To encourage the recruitment and retention of members of the Institute.
• To ensure that the methods of communication between the Institute centrally and local/ international groups are optimised for mutual benefit.
• To help ensure the constructive interaction and development between the Members’ Board Committees, other Institute communities and industrial/academic establishments to serve the needs of members and the interests of the profession.
• To provide a forum for debate on professional issues arising from constituent groups.

It will be chaired by an individual nominated by and from the members of the Members’ Board to the Executive Board via the Nominations Committee. The Members’ Board will comprise the Chairs of each of the constituent Committees as agreed from time to time by the Executive Board. At the time of these terms of reference being approved they are:
• International Affairs
• Local Affairs
• Women in Materials, Minerals and Mining
• Younger Members’ (to include Student Forums)

Members of the Board must be members of the Institute. Bearing in mind work and other commitments, members may appoint a substitute to attend in their place.

The Board may co-opt up to two members on an annual basis.

The Vice-Chair shall be appointed by the Chair. The terms of office of Chair/members will be four years except in exceptional circumstances agreed by Nominations Committee. Chair, Vice-Chair and/or members will serve a maximum of two terms.

The quorum for any meeting shall be three.

4. Frequency of meetings
This Board shall transact as much of its business as possible virtually but may meet physically twice per year. Exceptionally there may be additional meetings as business necessitates.

5. The Role of the Chair
• To uphold the standards and practices of the Institute.
• To manage and organise the Board in such a way as to deliver its remit.
• To chair physical and virtual meetings and business.
• To provide interim reports to and to receive
direction from the Executive Board.
• To communicate within and outside the Board as necessary to deliver its remit.
• To allocate tasks to members of the Board in order to progress its work.

6. The Role of the Vice-Chair
• To assist the Chair as directed by the Chair.
• In the absence of the Chair to act in their place.

7. The Role of the Secretary
• To record the business of the Board.
• To provide communication with and between Board members and members of the Institute and its Local Societies.
• To retain the records of proceedings and communicate these to Executive Board.
• To co-ordinate the organisation of the UK Young Persons’ Lecture Competition.
• To disburse the grants to local societies according to the formula agreed by the Members’ Board.
• To circulate papers for meetings to members at least one week before the meeting and to prepare and circulate minutes of meetings, approved by the Chair, within four weeks of each meeting.

These Terms of Reference are approved by the Executive Board.
This version was approved in November 2019.

YOUNGER MEMBERS’ COMMITTEE
TERMS OF REFERENCE

This Committee is established by the Executive Board of the Institute.
The purpose of the Institute is to deliver the obligations of its Royal Charter and Bye-Laws.
The Institute must deliver a service to the materials, minerals and mining communities and related parties in an effective and efficient way and retain the ability to continue to deliver to those communities into the foreseeable future. This is the objective of all elements of the governance and of all participating individuals.

Members of the Committee shall give the whole of their time as members of the Committee considering the matters for which the Committee is established and will declare any conflicts of interest they may have on offer of appointment and at any time when the business of the Committee raises the possibility of conflict.
All declarations of conflict of interest must be recorded in the minutes.

All members are expected to use their best efforts to promote the Institute and to promote membership.

Members of the Committee are reminded that at all times they are subject to the Institute’s Code of Professional Conduct.

There shall be a secretary provided by the Institute.

1. Purposes of the Committee
These will be grouped into:
1. The application or upholding of standards.
2. The delivery of services.

2. Ancillary Purpose
When the business of a Committee identifies any matters, not within it remit, that might usefully be considered by another Board or Committee that may assist the Institute in the upholding of standards or the delivery of services it shall be the obligation of the secretary to make any and all relevant Boards and or Committees aware.

This Committee reports to the Members’ Board and to the Executive Board.

3. Remit of the Committee
Younger Members’ account for approximately one third of the Institute’s total membership and as such constitute a large and important group of members. The Institute’s Younger Members’ Committee (YMC) was established in 1967 to represent the views and interests of its younger members and is one of the longest running
Committees in the Institute’s history.
The YMC’s participation in forming policy decisions is essential and it is through these opportunities that we can make a difference.

- To represent the views, needs and wants to those Institute members under the age of 35.
- To aid recruitment and retention of members to the Institute
- To promote the Institute as a professional body
- To support a network of members to act as a focus and voice for Younger members.
- To represent the views of younger members to the wider Science, Engineering and Environment communities.
- To report to the IOM3 Executive Board about on-going initiatives and activities being organised and undertaken by the Committee.
- To ensure Committees and Divisions within the Institute have suitable representation of and embrace the needs of younger members.

In order to help the Committee fulfil this remit, its Chair will sit on the Executive Board.

This Committee has the following decision-making authority delegated to it:

- make recommendations for relevant Institute awards

4. Composition
The Chair must be a member of the Institute. They will be appointed by the Executive Board on the basis of a recommendation from the Committee, endorsed by the Members’ Board and the Nominations Committee. The term of office for the Chair is two years with the potential to seek re-appointment for a second term. The Chair will be supported by a vice-chair who will be elected by the Committee members and serves a term of office of two years with the potential to seek re-election for a second term.

There will be a maximum of 10 other members of the Committee, all of whom must be members of the Institute. Membership of the Committee should seek to reflect the diversity of the Institute’s younger membership. There is no normal, or minimum, term of office for other members of the Committee as we are aware of the changing work and life commitments which can affect the Younger Members. However, once the members reach the age of 35, they will move to becoming one of the Committee alumni, who help promote events and advise on situations as requested. Appointment to the Committee is personal to a member and they may not appoint a substitute to attend in their place.

The Chair of The Members’ Board may attend Committee meetings as an ex officio member of the Committee.

5. Frequency of meetings
This Committee shall transact as much of its business as possible virtually but may meet physically three times per year. Exceptionally there may be additional meetings as business necessitates.

The quorum for meetings is four members.

6. The Role of the Chair
- To uphold the standards and practices of the Institute.
- To manage and organise the Committee in such a way as to deliver its remit.
- To chair physical and virtual meetings and business.
- To provide interim reports to and to receive direction from the parent body.
- To communicate within and outside the Committee as necessary to deliver its work.
- To allocate tasks to members of the Committee in order to progress its work.

7. The Role of the Vice-Chair
- To assist the Chair as directed by the Chair.
- In the absence of the Chair to act in their place.

8. The Role of the Secretary
- To record the business of the Committee.
- To provide communication with and between members.
- To retain the records of proceedings and communicate these to the parent body.
- To circulate papers for meetings to members at least one week before the meeting and to prepare and circulate minutes of meetings, approved by the Chair, within four weeks of each meeting.

Relevant members of the Institute’s team will be expected to attend meetings of the Committee and to advise it on relevant matters. Other members of the Institute team may attend at the discretion of the Chair.

These Terms of Reference are approved by the Executive Board.

This version was approved in November 2019.


LOCAL AFFAIRS COMMITTEE
TERMS OF REFERENCE

This Committee is established by the Executive Board of the Institute. It shall be a standing Committee.

The purpose of the Institute is to deliver the obligations of its Royal Charter and Bye-Laws. The Institute must deliver a service to the materials, minerals and mining communities and related parties in an effective and efficient way and retain the ability to continue to deliver to those communities into the foreseeable future. This is the objective of all elements of the governance and of all participating individuals.

Members of the Committee shall give the whole of their time as members of the Committee considering the matters for which the Committee is established and will declare any conflicts of interest they may have on offer of appointment and at any time when the business of the Committee raises the possibility of conflict.

All declarations of conflict of interest must be recorded in the minutes.

All members are expected to use their best efforts to promote the Institute and to promote membership.

Members of the Committee are reminded that at all times they are subject to the Institute’s Code of Professional Conduct.

There shall be a secretary provided by the Institute.

1. Purposes of the Committee
These will be grouped into:

1. The application or upholding of standards.
2. The delivery of services.

2. Ancillary Purpose
When the business of a Board or Committee identifies any matters, not within it remit, that might usefully be considered by another Board or Committee that may assist the Institute in the upholding of standards or the delivery of services it shall be the obligation of the secretary to make any and all relevant Boards and or Committees aware.

This Committee reports to the Members’ Board. The life of this Committee is as directed by the Executive Board.

3. Remit of the Committee

- To review the provision of local society meetings of the Institute and recommend to Executive Board the resources required to support this activity.
- To assist UK local groups with the development of constructive interaction with other nearby groups, societies and divisions; industrial and academic establishments; local engineering and technical societies which serve the needs of members and the interests of the profession.
- To ensure that the methods of communication between the Institute centrally and local groups and individual members are optimised for mutual benefit.
- To encourage and co-ordinate the participation of individual members of the Institute in recruitment activities.

This Committee has the following decision-making authority delegated to it:

- develop and monitor the grants scheme for local groups for Members’ Board approval
- organise the UK Young Persons’ Lecture Competition
- organise the Local Society Forum meetings
- make recommendations for relevant Institute awards

It will be chaired by an individual nominated by and from the members of the Local Affairs Committee to the Members’ Board.

The Local Affairs Committee will comprise:

- The six elected regional representatives on the Advisory Council
- Up to six others co-opted on an annual basis

Members of the Committee must be members of the Institute. Bearing in mind work and other commitments, members may appoint a substitute to attend in their place.

The Vice-Chair shall be appointed by the Chair. The term of office of the Chair will be four years except in exceptional circumstances agreed by the Members’ Board and the Nominations Committee. The quorum for any meeting shall be four.

4. Frequency of meetings
This Committee shall transact as much of its business as possible virtually but must meet physically twice per year. Exceptionally there may be additional meetings as business necessitates.

5. The Role of the Chair

- To uphold the standards and practices of the Institute.
- To manage and organise the Committee in
such a way as to deliver its remit.

- To chair physical and virtual meetings and business.
- To provide interim reports to and to receive direction from the Executive Board.
- To communicate within and outside the Board as necessary to deliver its remit.
- To allocate tasks to members of the Board in order to progress its work.

6. The Role of the Vice-Chair

- To assist the Chair as directed by the Chair.
- In the absence of the Chair to act in their place.

7. The Role of the Secretary

- To record the business of the Committee.
- To provide communication with and between Committee members and members of the Institute and its Local Societies.
- To retain the records of proceedings and communicate these to Executive Board.
- To co-ordinate the organisation of the UK Young Persons’ Lecture Competition.
- To disburse the grants to local societies according to the formula agreed by the Members’ Board.
- To circulate papers for meetings to members at least one week before the meeting and to prepare and circulate minutes of meetings, approved by the Chair, within four weeks of each meeting.

These Terms of Reference are approved by the Executive Board.

This version was approved in November 2019.
To assist with the running of the World Lecture Competition.
This Board reports to the Members’ Board and the Executive Board of the Institute.
This Board has no decision-making authority delegated to it.

4. Composition
The Chair, who must be a Professional Member or Fellow of the Institute, will be appointed by the Executive Board on the recommendation of the Nominations Committee.
There may be a Vice-Chair who shall be appointed by the Chair. They must be a Professional Member or Fellow.
The terms of office of Chair and members will normally be four years or the life of the body whichever is the shorter.
The Chair, Vice Chair and members will serve a maximum of two terms.
Membership of the Board is personal to the Board member and they may not appoint a substitute Board attend in their place.
The Board shall comprise of a maximum of 15 members in total. The quorum for physical meetings shall be larger than half of the actual number of members.
The Chair of The Members’ Board may attend Committee meetings as an ex officio member of the Committee.

5. Frequency of meetings
This Board shall transact as much of its business as possible virtually. Physical meetings may be authorised by Executive Board as business necessitates.

6. The Role of the Chair
• To uphold the standards and practices of the Institute.
• To manage and organise the Board in such a way as to deliver its remit.
• To chair physical and virtual meetings and business.
• To provide interim reports to and to receive direction from the parent body.
• To communicate within and outside the Board as necessary to deliver its remit.
• To allocate tasks to members of the Board in order to progress its work.

7. The Role of the Vice-Chair
• To assist the Chair as directed by the Chair.
• In the absence of the Chair to act in their place.

8. The Role of the Secretary
• To record the business of the Board.
• To provide communication with and between members.
• To retain the records of proceedings and communicate these to the parent body.

These Terms of Reference are approved by the Executive Board.
This version was approved in November 2019.
This Committee is established by the Executive Board of the Institute.

The purpose of the Institute is to deliver the obligations of its Royal Charter and Bye-Laws. The Institute must deliver a service to the materials, minerals and mining communities and related parties in an effective and efficient way and retain the ability to continue to deliver to those communities into the foreseeable future. This is the objective of all elements of the governance and of all participating individuals.

Members of the Women in Materials, Minerals and Mining (WIM3) Committee shall give the whole of their time as members of the Committee considering the matters for which the Committee is established and will declare any conflicts of interest they may have on offer of appointment and at any time when the business of the Committee raises the possibility of conflict.

All declarations of conflict of interest must be recorded in the minutes.

All members are expected to use their best efforts to promote the Institute and to promote membership.

Members of the Committee are reminded that at all times they are subject to the Institute’s Code of Professional Conduct.

There shall be a secretary provided from within the membership of the Committee.

1. Purposes of the Committee

These will be grouped into:

1. The application or upholding of standards.
2. The delivery of services.

2. Ancillary Purpose

When the business of a Committee identifies any matters, not within it remit, that might usefully be considered by another Board or Committee that may assist the Institute in the upholding of standards or the delivery of services it shall be the obligation of the secretary to make any and all relevant Boards and or Committees aware.

This Committee reports to: Members’ Board

3. Remit of the Committee

- To raise the profile of women members of IOM3 and increase female participation, representation and recognition within the Institute’s governance structure.
- To develop and promote pathways and support mechanisms for the professional development of women in the wider materials, minerals and mining community working with other groups and organisations as appropriate.
- To encourage the recruitment of women members to the IOM3 at all professional levels.

Deliver the following services:

- Open up a dialogue with women members regarding mentor, networking and education.
- Engage with younger members, and those considering joining the Institute, as to what the Institute can do to support their needs and making appropriate recommendations to the Institute.
- Arrange networking and professional development events of particular interest to women members in all areas of materials, minerals and mining, working with other groups as appropriate. These events will be organised on an inclusive and gender free basis.
- Investigate the work of other organisations in their engagement with women members, (e.g. other Professional Engineering Institutions, Professional Societies, Learned Societies and Councils concerned with science and engineering) and create benchmarks for best practice.
- Develop and maintain links with relevant organisations, companies and groups, both within and outside the Institute, that share the objective of promoting the role of women in materials science and engineering.
- Identify, encourage and endorse appropriate cases for relevant Awards within and outside the Institute recognising the achievements of female members.
- Promote improved mentoring services for all members.
- Encourage all ‘returners’ to careers in the materials cycle.
- Direct and provide content for relevant parts of the Institute website and member magazines.

The life of the Committee is as determined by the Members’ Board

4. Composition

The chair will be appointed by Members Board on advice from the Committee

There shall be a Vice-Chair who shall be appointed
by the Chair in consultation with the Committee.

The Committee shall be comprised of up to 10 members, consisting of representatives from both industry and academic establishments and should be selected to have the resources and skill sets to support the aims of the Group. The Committee will typically include members of the Institute team. There will be one representative from the Younger Members’ Committee. Members shall be members of The Institute and shall be elected by the Chair with the agreement of the Members’ Board.

The terms of office of Chair and members will be four years or the life of the body whichever is the shorter.

The Chair, Vice Chair and members will serve a maximum of two terms.

The Chair will be a member of the Members’ Board. The Chair of The Members’ Board may attend Committee meetings as an ex officio member of the Committee.

5. Frequency of meetings

This Committee shall transact as much of its business as possible virtually but may meet physically three times per year. Exceptionally there may be additional meetings as business necessitates.

The quorum for meetings is four members. In the absence of the Chair, a Vice Chair will substitute.

6. Responsibilities of Committee members

- Members will undertake to inform and support the work of the WIM3 Committee to the best of their ability.

- Any Committee member who fails to attend for three consecutive meetings, without offering their apologies and without valid reasons, may be asked to stand down from the Committee.

Members will undertake to liaise with other relevant groups within and outside the Institute to:

- inform the work of the Committee

- assist in disseminating the views of the Committee

- promote partnerships that can assist in delivering the objectives of the Committee.

7. The Role of the Chair

- To uphold the standards and practices of the Institute.

- To manage and organise the Committee in such a way as to deliver its remit.

- To chair physical and virtual meetings and business.

- To provide interim reports to and to receive direction from the parent body.

- To communicate within and outside the Committee as necessary to deliver its remit.

- To allocate tasks to members of the Committee in order to progress its work.

8. The Role of the Vice-Chair

- To assist the Chair as directed by the Chair.

- In the absence of the Chair to act in their place.

9. The Role of the Secretary

- To record the business of the Committee.

- To provide communication with and between members.

- To retain the records of proceedings and communicate these to the Members’ Board.

- To circulate papers for meetings to members at least one week before the meeting and to prepare and circulate minutes of meetings, approved by the Chair, within four weeks of each meeting.

These Terms of Reference are approved by the Executive Board.

This version was approved in November 2019.
The purpose of the Institute is to deliver the obligations of its Royal Charter and Bye-Laws.

The Institute must deliver a service to the materials, minerals and mining communities and related parties in an effective and efficient way and retain the ability to continue to deliver to those communities into the foreseeable future. This is the objective of all elements of the governance and of all participating individuals.

Members of the Board shall give the whole of their time as members of the Board considering the matters for which the Board is established and will declare any conflicts of interest they may have on offer of appointment and at any time when the business of the Board raises the possibility of conflict.

All declarations of conflict of interest must be recorded in the minutes.

All members are expected to use their best efforts to promote the Institute and to promote membership.

Members of the Board are reminded that at all times they are subject to the Institute’s Code of Professional Conduct.

There shall be a secretary provided by the Institute.

1. Purposes of the Board
These will be grouped into:
1. The application or upholding of standards.
2. The delivery of services.

2. Ancillary Purpose
When the business of a Board identifies any matters, not within its remit, that might usefully be considered by another Board or Committee that may assist the Institute in the upholding of standards or the delivery of services it shall be the obligation of the secretary to make any and all relevant Boards and or Committees aware.

This Professional Standards and Development Board reports to the Executive Board.

3. Remit of the Board
To uphold or develop the standard for professional accreditation of academic courses and IPD schemes of companies and organisations, professional membership qualifications and registration under the terms of licences from its regulatory bodies. It will:
• oversee all activities involving the Engineering Council, The Science Council and the Society for the Environment.
• Oversee the application of the Disciplinary and Appeals Regulations
• monitor the work of the Membership Committee and ensure that appropriate procedures are followed.
• receive proposals and reports from the Membership Committee and review progress;
• advise Executive Board on membership issues.
• monitor the work of the Accreditation and Professional Formation Committee and ensure that appropriate procedures are followed.
• receive proposals and reports from the Accreditation and Professional Formation Committee and review progress.
• consider appeals against decisions made by the Membership Committee or the Accreditation and Professional Formation Committee.
• co-ordinate and determine priorities in establishing the budget for the Institute’s professional activities.
• review requirements for membership and propose to Executive Board changes to regulations as necessary.
• develop and monitor initiatives for technicians.
• develop and review the Institute’s policy on overseas membership.
• ensure cross-fertilisation of ideas between its Committees, in particular concerning recruitment initiatives and services to members.

4. Delegated Authority
This Board has the following decision-making authority delegated to it:
• Appeals by applicants against decisions made by its constituent Committees.

5. Composition
The Chair, who must be a CEng and preferably a CSci and must be a Professional Member or Fellow of the Institute, will be appointed by the Executive Board on the recommendation of Nominations Committee bearing in mind the requirements of the Institute’s licences.

There may be a Vice-Chair who shall be appointed by the Chair. They must be Chartered and either a Member or Fellow.

The Chairs of each of the constituent Committees as agreed from time to time by the Executive Board. At the time of these terms of reference
being approved they are:
• Membership Committee
• Academic and Professional Formation Committee
• Education Committee
The Members of the Board, excluding the
Committee Chairs, are appointed by the Chair
of the Board in consultation with the responsible
Director. The Chairs of Committees are appointed
by the Board in consultation with the Committee
concerned and the relevant members of the IOM3
team. Members are required to hold a professional
grade of membership and be registered as a
Chartered Engineer.
A Committee Chair who is unable to attend a
meeting of the Board should arrange for a deputy
to attend in their absence.
Other than for Committee Chairs, membership of the
Board is personal to the Board member and they
may not appoint a substitute to attend in their place.
The Board may co-opt up to four professional grade
members, three of whom must be registered as a
Chartered Engineer and the fourth as a Chartered
Engineer, Environmentalist or Scientist for any
purpose with a term of office of up to four years.
The terms of office of Chair/members will be 4
years except in exceptional circumstances agreed
by the Nominations Committee. Chair, Vice Chair
and members will serve a maximum of two terms.

6. Frequency of meetings
This Board shall transact as much of its business
as possible virtually but must meet physically
three times per year. Exceptionally there may be
additional meetings as business necessitates.
The quorum for meetings is four members.

7. The Role of the Chair
• To uphold the standards and practices of the
Institute.
• To manage and organise the Board in such a
way as to deliver its remit.
• To chair physical and virtual meetings and
business.
• To provide interim reports to and to receive
direction from the Executive Board.
• To communicate within and outside the Board
as necessary to deliver its remit.
• To allocate tasks to members of the Board in
order to progress its work.

8. The Role of the Vice-Chair
• To assist the Chair as directed by the Chair. In
the absence of the Chair to act in their place.

9. The Role of the Secretary
• To record the business of the Board.
• To provide communication with and between
members.
• To retain the records of proceedings and
communicate these to the Executive Board.
• To circulate papers for meetings to members at
least one week before the meeting and
to prepare and circulate minutes of meetings,
approved by the Chair, within four weeks of
each meeting.

10. External Representation
The Institute’s regulators may appoint
representatives to attend the regulated business
of the Board. The agenda for such meetings will
contain a specific item at which the representative
is invited to address the Board. Normally the
representative will be able to participate freely in
any discussion relevant to registration.
These Terms of Reference are approved by the
Executive Board.
This version was approved in November 2019.
This Committee is established by the Executive Board. The purpose of the Institute is to deliver the obligations of its Royal Charter and Bye-Laws. The Institute must deliver a service to the materials, minerals and mining communities and related parties in an effective and efficient way and retain the ability to continue to deliver to those communities into the foreseeable future. This is the objective of all elements of the governance and of all participating individuals.

Members of the Committee shall give the whole of their time as members of the Committee considering the matters for which the Committee is established and will declare any conflicts of interest they may have on offer of appointment and at any time when the business of the Committee raises the possibility of conflict.

All declarations of conflict of interest must be recorded in the minutes.

All members are expected to use their best efforts to promote the Institute and to promote membership.

Members of the Committee are reminded that at all times they are subject to the Institute’s Code of Professional Conduct.

There shall be a secretary provided by the Institute.

1. Purposes of the Committee

These will be grouped into:

1. The application or upholding of standards.
2. The delivery of services.

2. Ancillary Purpose

When the business of a Committee identifies any matters, not within its remit, that might usefully be considered by another Board or Committee that may assist the Institute in the upholding of standards or the delivery of services it shall be the obligation of the secretary to make any and all relevant Boards and or Committees aware.

This Committee reports to the Professional Standards and Development Board.

3. Remit of the Committee

- To oversee the standards and processes for the accreditation of academic programmes, and company Initial Professional Development (IPD) schemes to meet the requirements for registration levels for which IOM3 has licences
- To accredit academic programmes and approve IPD schemes and to approve work-based learning as defined by the Engineering Council, the Science Council or the Society for the Environment and to advise the Membership Committee as required.
- To monitor and report to the Professional Standards and Development Board on trends in accreditation and on the development of UK SPEC and CSci/CEnv requirements.
- To develop and review guidelines and procedures for accreditation and make proposals to the Professional Standards and Development Board.
- To monitor the accreditation process and make recommendations for continuous improvements.
- To review the provision of training and development courses to enable members to fulfil their obligations for professional development, to identify areas where provision is lacking and make recommendations on how any gaps in provision could be filled.
- To recruit, direct and monitor the Accreditation Experts Panel.
- Deliver the following services: Accreditation of university degree courses and approval of programmes leading to membership and accreditation.

4. Delegated Authority

This Committee has the following decision-making authority delegated to it: To accredit academic programmes, and approve company Initial Professional Development Schemes that meet the requirements for registration levels for which IOM3 has licences.

5. Composition

The Chair of the Committee is appointed by the Executive Board on the recommendation of the Professional Standards and Development Board and in consultation with the relevant IOM3 team members and the APFC. The Chair shall be a Fellow or Professional Member of the Institute and registered as a Chartered Engineer.

A Vice Chair should normally be appointed by the Chair and the appointment will be ratified by the Professional Standards and Development Board. The Vice Chair shall be a Fellow or Professional Member of the Institute and registered as a Chartered Engineer.

The Committee will comprise up to 15 members whose experience covers the level and the subject matter of programmes which the Committee
accredits or approves. The membership will be drawn from academia and industry, normally in the ratio of 2/3, 1/3 and should have a balanced representation across all levels of registration, geographic distribution and society. Members will be appointed by the Chair in consultation with relevant staff and the Committee. All Members of APFC shall be professional grade members of IOM3 and Chartered Engineers. Experts may be appointed by the Chair in consultation with relevant IOM3 team members and the Committee to undertake specific activities or to represent a particular sector. Expert members are non-voting members of the APFC and attend meetings at the invitation of the Chair. Appointment to the Committee is personal to a member and they may not appoint a substitute to attend in their place. The terms of office of chair/members will be 4 years except in exceptional circumstances agreed by Nominations Committee. Chair, Vice Chair and/or members will serve a maximum of two terms.

6. Frequency of meetings
This Committee shall transact as much of its business as possible virtually but will normally meet three times a year or as required to meet the workload of the Committee. The quorum for meetings is seven members of APFC.

7. The Role of the Chair
• To uphold the standards and practices of the Institute.
• To manage and organise the Committee in such a way as to deliver its remit.
• To chair physical and virtual meetings and business.
• To provide interim reports to and to receive direction from the parent body.
• To communicate within and outside the Committee as necessary to deliver its remit.
• To allocate tasks to members of the Committee in order to progress its work.

8. The Role of the Vice-Chair
• To assist the Chair as directed by the Chair.
• In the absence of the Chair to act in their place.

9. The Role of the Secretary
• To record the business of the Committee.
• To provide communication with and between members.
• To retain the records of proceedings and communicate these to the Professional Standards and Development Board.
• To circulate papers for meetings to members at least one week before the meeting and to prepare and circulate minutes of meetings, approved by the Chair, within four weeks of each meeting.

10. External Representation
The Institute’s regulators may appoint representatives to attend the regulated business of the Committee. The agenda for such meetings will contain a specific item at which the representative is invited to address the Committee. Normally the representative will be able to participate freely in any discussion relevant to registration.

These Terms of Reference are approved by the Executive Board.
This version was approved in November 2019.
MEMBERSHIP COMMITTEE TERMS OF REFERENCE

This Committee is established by the Executive Board of the Institute.

The purpose of the Institute is to deliver the obligations of its Royal Charter and Bye-Laws. The Institute must deliver a service to the materials, minerals and mining communities and related parties in an effective and efficient way and retain the ability to continue to deliver to those communities into the foreseeable future. This is the objective of all elements of the governance and of all participating individuals.

Members of the Committee shall give the whole of their time as members of the Committee considering the matters for which the Committee is established and will declare any conflicts of interest they may have on offer of appointment and at any time when the business of the Committee raises the possibility of conflict.

All declarations of conflict of interest must be recorded in the minutes.

All members are expected to use their best efforts to promote the Institute and to promote membership.

Members of the Committee are reminded that at all times they are subject to the Institute’s Code of Professional Conduct.

There shall be a secretary provided by the Institute.

1. Purposes of the Committee
   These will be grouped into:
   3. The application or upholding of standards.
   4. The delivery of services.

2. Ancillary Purpose
   When the business of a Committee identifies any matters, not within it remit, that might usefully be considered by another Board or Committee that may assist the Institute in the upholding of standards or the delivery of services it shall be the obligation of the secretary to make any and all relevant Boards and or Committees aware.

This Committee reports to the Professional Standards and Development Board.

3. Remit of the Committee
   • Uphold and develop the standard for professional membership and registration of members, under the terms of its licensing bodies.
   • To assess applications for the grades of Fellow, Professional Member, Associate Member, Technician Member and Companion and to award these grades to candidates who meet the relevant membership criteria.
   • To assess applications for registration as Chartered Engineer, Incorporated Engineer and Engineering Technician as well as Chartered Scientist, Registered Scientist, Registered Science Technician and Chartered Environmentalist and to award registration under licences from the Engineering Council, Science Council and the Society for the Environment to candidates who meet the relevant criteria set by these bodies and any registrations for which the Institute may be licensed in the future.
   • to develop and oversee programmes to grow and retain membership of IOM3, as directed by the Executive Board and Professional Standards & Development Board (PSDB)
   • to advise PSDB and Executive Board on the need to upgrade and amend the benefits packages for members
   • To monitor and report to the PSDB on trends in membership and on the development of UK SPEC and CSci/CEnv requirements.
   • To make proposals to the PSDB on membership issues
   • To monitor the membership assessment process and make recommendations.
   • To assess continuing professional development (CPD) records of registrants as per agreed procedures

4. Delegated Authority
   This Committee has the following decision-making authority delegated to it: Award of professional qualifications of the institute and registration under the terms of its licensing bodies.

5. Composition
   The Chair, who must be a Chartered Engineer, and preferably a Chartered Scientist, and must be a Professional Member or Fellow of the Institute, will be appointed by the Executive Board on the recommendation of Nominations Committee bearing in mind the requirements of the Institute’s licenses.
   There shall be a Vice-Chair who shall be appointed by the Chair with the same criteria as for the appointment of the Chair.
   The Committee will comprise up to 15 members representing in a balanced way the assessable grades for which it is responsible and the subject interest of members. All members must be
registered as Chartered Engineers. There shall also be a balance, as far as practically possible, of academics and industrialists, geographic distribution, male and female and a range of ages. Members may be proposed by staff, the Chair or Committee members and are endorsed by the Committee. The term of office of the Chair is four years but may exceptionally be extended by the Professional Standards and Development Board to a maximum of eight years. The term of office of members is normally four years but may exceptionally be extended to a maximum of eight years. Appointment to the Committee is personal to a member and they may not appoint a substitute to attend in their place.

6. Frequency of meetings
This Committee shall transact as much of its business as possible virtually but may meet physically four times per year. Exceptionally there may be additional meetings as business necessitates. The quorum for meetings is four members.

7. The Role of the Chair
- To uphold the standards and practices of the Institute.
- To manage and organise the Committee in such a way as to deliver its remit.
- To chair physical and virtual meetings and business.
- To provide interim reports to and receive direction from the parent body.
- To communicate within and outside the Committee as necessary to deliver its remit.
- To allocate tasks to members of the Committee in order to progress its work.

8. The Role of the Vice-Chair
- To assist the Chair as directed by the Chair.
- In the absence of the Chair to act in their place.

9. The Role of the Secretary
- To record the business of the Committee.
- To provide communication with and between members.
- To retain the records of proceedings and communicate these to the parent body.
- To circulate papers for meetings to members at least one week before the meeting and to prepare and circulate minutes of meetings, approved by the Chair, within four weeks of each meeting.

Relevant members of the Institute’s Membership Team will be expected to attend meetings of the Committee and to advise it on relevant matters, especially licence requirements and regulations and practice directions. Other members of the Institute team may attend at the discretion of the Chair.

10. External representation
The Institute’s regulators may appoint representatives to attend the regulated business of the Committee. The agenda for such meetings will contain a specific item at which the representative is invited to address the Committee. Normally the representative will be able to participate freely in any discussion relevant to registration.

These Terms of Reference are approved by the Executive Board.
This version was approved in November 2019.
AWARDS COMMITTEE TERMS OF REFERENCE

The Awards Committee, under delegated authority from the Executive Board, considers and decides the winners for the following Awards:

a) Those Premier Awards which are not subject to divisional recommendation (see Annex).
b) All other awards and prizes where nominations are made by Divisions and Boards.
c) The Awards Committee will seek and recommend nominations for election to the Royal Academy of Engineering.
d) The Awards Committee will seek and recommend nominations for National Honours.
e) The Awards Committee will recommend nominations for Honorary Fellows.
f) The Awards Committee will select the Finniston Lecturer.

Membership of the Committee

i. The standing membership of the Awards Committee will be:
   • The President
   • Senior Vice President
   • Immediate Past-President
   • Two Senior members of the Institute (one of whom should be a current member of the Advisory Council) to be selected by the current President
   • One additional member with broad knowledge of the materials, minerals or mining communities
   • Chief Executive
   Total membership 7

ii. Where necessary consultation with other senior members of the Institute should take place to ensure full coverage of all the subject areas of the awards under discussion at any one time.

iii. The Institute will provide a Secretary to the Committee.

It is anticipated that the Awards Committee will need to meet once or at the most, twice a year. Other business may be conducted by correspondence. Boards and Divisions wishing to make changes to the criteria of any award must bring this to the Awards Committee to ratify. The Awards Committee should review and comment/endorse any proposals for new awards.

Annex: Premier Awards of the Institute of Materials, Minerals and Mining

The Bessemer Medal
(Made by Iron & Steel Society)
Sir Andrew Bryan Award
(Made by Members’ Board)
The Chapman Medal
(Made by Biomedical Applications Division)
The Colwyn Medal
(Made by Polymer Society)
The Futers Gold Medal
The IoM Gold Medal
The Griffith Medal and Prize
The Colin Humphreys’ Educational Award
(Made by the Education Committee)
The Institute’s International Medal
(formerly the Overseas Medal)
The Medal for Excellence
The Platinum Medal
The Prince Philip Awards
(Made by Polymer Society)
The IoM Silver Medal
(Made by Younger Members’ Committee)
The Swinburne Award
(Made by Polymer Society)