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 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 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 remit.
- 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.