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.