

Terms of Reference

SCIENCE COMMITTEE [SciCom]

Committee Name

The committee shall be named the "Science Committee" and abbreviated to "SciCom."

Type

SciCom shall be a Standing Committee by authority of the Board of Trustees under the provisions of RPS By Law 19.

Purpose

The general purpose of SciCom shall be to:

- (1) advise the Board of Trustees on matters relating to imaging science and scientific imaging, in the context of delivering the strategic plan of The RPS, both within The RPS and in a wider public and governmental context. Consistent with the aims of the strategic plan, this may include:
 - i. increasing awareness of imaging science and scientific imaging within The RPS and among a wider public audience;
 - ii. supporting education and outreach activities relating to the science aspects of the RPS, including conferences, events and exhibitions;
 - iii. maintaining oversight of the Imaging Science Journal, specifically in the appointment of its Editor and Editorial Board as well as with major policy matters as may be requested by the Editor or by the Board of Trustees;
 - iv. supporting the promotion of the Chartered Photographer designation, the Distinctions and the Image Science Qualifications.
- (2) Provide a 'horizon scanning' function to the Board of Trustees on relevant developments in imaging science and scientific imaging.
- (3) Act as the 'subject experts' and point of contact on matters relating to imaging science and scientific imaging.

The purposes set out above may be achieved *inter alia* by establishing links or formal agreements with other learned societies, professional bodies and similar associations. Any formal agreements with other organisations should be first approved by the Board of Trustees.

Scope

SciCom shall undertake only those "Purposes" stated above unless further purposes are otherwise instructed, from time to time, in writing, by the Board of Trustees and only then for such time as may be prescribed by the Board of Trustees for those further purposes in that written instruction.

Authority

SciCom shall have authority delegated by the Board of Trustees to undertake those purposes detailed above. Under provision of By Law 19.2 SciCom may, with the approval of the Board of Trustees, create and administer one or more sub-committees, reporting directly to SciCom. Under provision of By Law 19.4, the Board of Trustees may dissolve a Committee at any time.

Membership

The members of SciCom shall be:

- (1) Chair of the Science Committee (a member of The RPS who has demonstrated expertise in imaging science or scientific photography) appointed by the process and for the term described in the "RPS Regulations for the Appointment of Committee Chairs";
- (2) RPS President & Chair of Trustees;
- (3) Chair of the Imaging Science Qualifications Board;
- (4) Chair of the Imaging Science Special Interest Group Committee (or their appointed representative being a member of that Committee);
- (5) Chair of the Medical Special Interest Group Committee (or their appointed representative being a member of that Committee);
- (6) The Editor of the *Imaging Science Journal*;
- (7) RPS Chief Executive Officer;
- (8) A minimum of two and a maximum of six members* of the RPS nominated by the Chair of SciCom with the support of at least a simple majority of the members of SciCom subject to the approval of such nomination by the Board of Trustees;

* the Chair of SciCom may invite non-members of the RPS to sit on SciCom if they have particular skills or experience that will be beneficial and informative to the work of SciCom. In the event of a vote, any member of SciCom who is not a member of the RPS shall not be entitled to vote.

Persons serving on SciCom under (8) above, whether or not a member of the RPS, shall serve for a period of three years (or less if the invitation of the Science Committee is withdrawn prior to completion of their three year term). Upon completion of their three year term on SciCom, any such person may be re-appointed to serve for a further three years if so invited by the Committee (subject to the approval of such nomination by the Board of Trustees). There is no maximum number of years that a member of SciCom may serve in this capacity save that they must be re-appointed triennially.

Meeting arrangements

SciCom shall meet three times per year, unless otherwise agreed by a simple majority of the members of SciCom and, in any event, a minimum of 28 days notice shall be required for the calling of a meeting of SciCom.

Meetings of SciCom shall be conducted under whatever mechanism is deemed appropriate for the effective and efficient execution of its purposes. Unless prevented by situations beyond the control of SciCom, at least one meeting per year shall be held in person, with video conferencing available for any committee member unable to attend.

The proceedings of all meetings shall be minuted using conventional committee procedure. The approved minutes of meetings shall be deposited with the Chief Executive Officer for filing.

Quorum

The quorum shall be any three members of the Committee or half of the members of the Committee (rounded up to a whole number), whichever is the greater.

Reporting

SciCom shall set annual objectives which are mapped to the Strategic Plan and provide an annual written report on achievement of those objectives and the objectives for the coming year. The report to be presented to the Board of Trustees via the Chair of Trustees or, if the Chair of Trustees has a conflict of interest, then via the Deputy Chair of Trustees. In the event that both the Chair and Deputy Chair of Trustees have conflict of interest, then via the Chief Executive.

SciCom shall also provide an annual report on relevant developments in imaging science and scientific imaging with recommendations on how such developments may impact the delivery of the strategic plan. The Board of Trustees may provide comment or feedback to SciCom on the content of the report(s). All reports to be formally lodged with the records of Board of Trustee meetings.

Resources and budget

All SciCom members and advisers are volunteers and no fees shall be paid in any circumstance. SciCom shall conduct its business via online video conferencing. In the event that the members of SciCom decide that a face-to-face meeting would be beneficial, then normal RPS expense approval and reimbursement procedures will apply.

Deliverables

SciCom shall deliver to the Chair of Trustees, as soon as practically possible, a report on any matter that has been considered by SciCom detailing any opinion or recommendations that SciCom feels should be presented to the Board of Trustees or is requested by the Board of Trustees.

Review

These Terms of Reference shall become effective only upon approval of the Board of Trustees and they may be revised, amended or otherwise altered by the Board of Trustees. Any revision, amendment or alteration shall be notified in writing to the Chair of SciCom, or in absence of the Chair to the Deputy Chair, or in the absence of both Chair and Deputy Chair to another formal member of SciCom, at least 28 days prior to the date upon which such revision, amendment or other alteration shall take effect.

Ratified by Board of Trustees, 22 Nov 2021

Upon periodic review of these Terms of Reference, SciCom may petition the Board of Trustees, in writing to the Chair of Trustees, for a revision, amendment or other alteration to these Terms of Reference. The Board of Trustees shall be obliged to consider such petition as soon as practicable but, in any event, not more than 56 days from receipt of such petition by the Chair of Trustees. After consideration of the petition, the Chair of Trustees shall notify SciCom of the decision and confirm the detail of any revision, amendment or other alteration to these Terms of Reference.

Governing Authority

In the event of any error, omission or ambiguity in these Terms of Reference, or in the event of any dispute over the interpretation of these Terms of Reference, the Board of Trustees shall have full and final authority.
