

TERMS OF REFERENCE

Inclusion and Diversity Committee (IDC)

Purpose

The purpose of the Committee is to ensure the Royal Society of Chemistry realises its full potential of advancing excellence in the chemical sciences through inclusive practices that seek to increase the diversity of our community.

The Committee's purpose is not to monitor or evaluate internal (RSC) HR practices.

1. Terms of Reference

- 1.1 The Committee shall operate under delegated authority from the Board of Trustees. The Board of Trustees has the authority under By-law 68 (i) "to delegate to such Boards and Committees such of its powers as it may think fit, and may also dissolve them".

The Board of Trustees delegates the following powers to the Committee:

- 1.1.1 Ensure that the RSC has a clear strategy for diversity and inclusion and that action required to achieve strategic goals is being taken.
- 1.1.2 Provide advice to the Board of Trustees and other Boards and Committees on how inclusion and diversity relate to the RSC's mission of advancing the chemical sciences both in the UK and in a global context.
- 1.1.3 Monitor and evaluate how diversity is embedded in strategy and activities across the RSC, working with other Boards and Committees as appropriate.
- 1.1.4 Advise Board of Trustees, Boards and Committees on priorities for future activity informed by evidence, including recommendations for relevant audits or research, where data and evidence is lacking.
- 1.1.5 Ensure the RSC's diversity activities are developed from best practice.
- 1.1.6 Ensure that the RSC partners with other relevant organisations where appropriate to maximise impact.
- 1.1.7 Approve, or appoint time limited working groups, to develop policy positions or approve consultation responses, ensuring appropriate expertise informs our positions.
- 1.1.8 Advise Boards and Committees on best practice for the promotion of inclusion and diversity among employers of RSC members and the wider chemical science community.

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1.1.9 Commission research projects to support the purposes of the Committee, particularly informing policy and strategy.

1.1.10 Work closely with key RSC Boards and Committees on inclusion and diversity issues, for example on prizes and Awards, recruitment and admissions, accreditation and qualifications, education activities and publishing.

2. Reporting Responsibilities

2.1 The Committee shall conduct its main business in accordance with the following annual timetable:

February	Annual evaluation of performance against strategy for the previous year. Sign off annual report to Board of Trustees.
June	Consideration of mid-term and longer-term strategy and future areas of focus. Receive updates and review progress on internal practices, impact and future plans.
October	Review and refine strategy for forthcoming year.

2.2 Make recommendations to other Boards and Committee for consideration as appropriate.

3. Membership and Attendance

3.1 The Committee reports directly to Board of Trustees and shall comprise:

- Chair (Trustee)
- 2 elected members, elected by RSC members from within the RSC membership
- 5 appointed members, appointed by the Board of Trustees, at least three of whom must be appointed from within the RSC membership.
- 1 appointed independent member (from outside the RSC membership)
- Secretary (non-voting)

3.2 The quorum is set at a minimum of three voting members to include at least two members who are also RSC members.

3.3 Quorum may be achieved either in person or by telephone/video conference.

3.4 The same quorum applies to e-meetings/discussions.

3.5 The membership of the Committee will exemplify the RSC's approach to inclusion and diversity. Appointment to the Committee is on as diverse base as possible and the appointment process is accessible and inclusive.

3.6 The ordinary mode of decision on questions shall be a show of hands, or if demanded by a ballot of those present, and each member shall have one vote. In the case of an equality of votes, the Chair shall have a second or casting vote.

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- 3.7 The term of Chair shall be up to a maximum of four years, to coincide with their term of office as Trustee of the Board of Trustee. For all other Committee members, the term of office shall be three years.
- 3.8 The period of continuous service on the Committee shall be restricted to one term for the Chair two terms for all other members.
- 3.9 Failure to attend adhere to the criteria as set out in By-law 71 may result in the removal of a member from the Committee.
- 3.10 For further information, including terms of office and duration please see the "*General principles relating to the operation of Boards and major committees*" contained within the Governance Handbook.

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