

## Group committees

Each group is led by a committee made up of group members. The committee is responsible for agreeing the activity plan for the group and ensuring it meets the objectives set by the Groups Committee, overseeing the running of its conferences/events and managing the group's finance as well as a number of other tasks.

### Who's who?

Committees are made up of a Chair, Secretary and a Treasurer – referred to as the Officers, and up to 9 committee members. The size of a committee can vary from group to group depending on things such as level of activity, breadth of subject areas etc.

#### *Chair*

The Chair is responsible for the direction of group activities, is the main point of contact and may speak on behalf of the group. They also chair committee meetings and ensure that the group constitution and committee membership rules are adhered to. The Chair might also be approached by IOP staff to provide opinion on relevant topics. It should be noted that the chair is not expected to undertake or lead every activity the group undertakes, rather to ensure that all tasks are being handled by someone on the committee.

#### *Secretary*

The Secretary is responsible for setting up committee meetings, including booking a room, issuing invitations, drawing up an agenda in conjunction with the Chair, taking minutes and distributing action points. They are responsible for maintaining a list of committee members including the start/end dates of their terms of office and overall service. The Secretary is responsible for informing the Groups & Awards Officer when a call for new committee members when necessary. The secretary is also responsible for ensuring that the group complete an annual activity report each year for the Groups Committee and should be completed (by the end of January the following year) in consultation with the committee. The Secretary also communicates requests on behalf of the group to the Groups & Awards Officer with regards to the communication of events or any other requests.

#### *Treasurer*

The Treasurer is responsible for monitoring the group's spending. They authorise expenditure (invoices, expenses), request payments (e.g. BACs payments to prize winners), and complete the funding request form (by early September the preceding year) in consultation with the committee. The Treasurer might also give a brief financial report at the group AGM.

#### *Ordinary Members/Early Career Physicist*

An Ordinary Member may take on a variety of roles, and should include an early career physicist. Tasks may include having an active role in the planning and organisation of group meetings, a communication champion to foster collaborations with other groups or responsibility for social media for the group, or coordinate digital content such as writing news. An Ordinary Member may also help to grow the group membership. The Ordinary Members role varies and supports the work of the group officers.

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## *Co-opted Members*

Examples of reasons for co-option are, a member of another IOP group or other professional body (e.g. RSC, IPEM) for the purpose of programme co-ordination; the local organiser of a major group meeting or for the outgoing Chair to provide continuity in the event of a new Chair.

Co-option may not be used as a means of avoiding becoming an Institute member, circumventing the election process, or to extend the period of office served on the committee. Co-opted members may serve for a year at a time up to a maximum of three years in total.

## **Diversity and Inclusion**

Every IOP Group committee must ensure an inclusive gender balance in order to better represent the interests and needs of their community. If a Group is having difficulty recruiting a diverse committee they should contact their Groups and Awards Officers, who will offer support. Groups are able to co-opt members onto their Committees to ensure gender balance.

## **Period of office for Officers and Ordinary Members (committee members)**

Committee members are each elected for a term of 4 years, with all committee terms of office running officially from 1 October to 30 September. After a total of 12 years' service on a committee, an individual must stand down from the committee for at least 3 years before they can be elected to a position on the same committee. This 12 year service can be served in any combination of roles.

For example a person who has served a 4 year term as Secretary, followed by 4 year term as Chair would only be eligible to serve their final 4 year term as an Ordinary Member or another Officer role (other than Chair). A person can hold the same officer post twice, however the terms cannot be served consecutively, there must be a gap of at least two years between each term. Another example would be one term of 4 years as an Ordinary Member, followed by a second term of 4 years and finally, 4 years as Chair.

Ordinary Members may serve two terms consecutively, however they must stand for re-election at the end of their first term. Thereafter, they may not be re-elected again as an Ordinary Member until the elapse of two years. Therefore, in order to ensure continuity of the committee and the group, it is encouraged that after their first/second term that committee member progress to an officer role, should one be available.

## **Maternity/Paternity/Adoption Leave**

All committee members who wish to take maternity/paternity/adoption leave while serving on the committee will have their term adjusted accordingly. Your Groups & Awards Officer should be informed so this can be recorded.

In the event that an Officer goes on maternity/paternity/adoption leave, we encourage an existing Ordinary Member to fill the role in the interim. If no Ordinary Member is willing than the role should be advertised to the membership for the duration of the leave

## **Elections**

For more information on this, please see [annual general meeting and committee elections](#).

## **Committee meetings**

The Groups Committee require group committees to meet at least twice a year, with at least one of these meetings being a face-to-face meeting.

### *Face to face meetings*

Committees can book a room for their meeting, free of charge at the IOP; please be aware that demand for rooms can be high so you are advised to book well in advance. Any catering at meeting will be charged to the group budget. Meetings do not have to be held at IOP. As committees tend to have a geographically diverse committee, it may be more appropriate to meet outside of London; it is up to the committee to decide the most appropriate and cost effective location for them.

### *Video and teleconferencing*

Groups are welcome to hold their committee meetings using video or telephone conference services. The IOP does provide systems for both which groups are welcome to use. Please get in touch with the Groups & Awards Officer in advance of the meeting if you require support with this.

## **Expenses**

Committee members can reclaim expenses incurred in attending committee meetings and any other reasonable expense connected to committee business.

To submit a claim, please use the Members Claim Form. Please remember to include receipts for all items being claimed. Completed claim forms should be sent to the Treasurer or can be sent directly to the Groups & Awards Officer. Claims without receipts may be refused by Finance.

Committee members may not claim expenses for attending AGM, unless they are officers presenting reports; nor may they claim the cost of attend a conference (this includes registration fees). The IOP cannot reimburse members for any loss of earning whilst undertaking committee activities. More information on how claims are processed can be found under [finances and payments](#).

## **Records**

Groups are asked to keep records relating to committee business. Records should be transferred to succeeding officers on the committee. These can be sent to the Groups & Awards Officer when necessary. It is recommended that the following information be kept:

- Minutes of committee meetings
- Minutes of annual general meetings
- Newsletters

## **Problems**

If, in the view of the group committee, a committee member has missed three consecutive committee meetings for no good reason, then the group committee may ask that person to stand down. Any concerns regarding non-attendance or behaviour deemed inappropriate by

the rest of the committee may be referred to the Groups Committee. In all cases please contact the Groups & Awards Officer in the first instance for advice.