

English Policy Group Committee

TERMS OF REFERENCE¹

The remit of the British Ecological Society English Policy Group Committee (EPG Committee) is to guide English policy work that is in line with the BES strategic aims. This includes but is not limited to policy events and projects, providing training, consultation responses, and the creation of policy guides, among other things.

The EPG Committee will report to the BES Policy Committee, who will report on activities to the BES Board of Trustees. There will be at least one EPG Committee member who links directly to the BES Policy Committee to ensure a UK strategy and will act as the group's Policy Committee Representative.

Members of the EPG Committee agree to the following as conditions of membership:

1. Attend three EPG meetings per year. Inability to attend three consecutive meetings will require assessment of that individual's membership of the Committee.
2. To openly contribute opinions and expertise during meetings, taking the role of advisors based on their area of experience to guide BES Staff in ensuring proposals align with the strategic plans.
3. To make themselves available for direct consultation by BES staff regarding government consultation responses, among other things.
4. To provide timely and critical feedback on consultation responses.
5. To assist BES Staff in the production of papers or discussions on their key areas of expertise to share with EPG Committee. Such requests will be limited per year to manage member workload.
6. To advise BES Staff on the development of strategic aims for EPG Committee, and implementation methodologies for achieving these aims.
7. Members and BES Staff will openly state conflicts of interest that may affect the guidance given to and decisions made by the EPG Committee.
8. Revise and update the Vision and Strategy every three years.

PROCEDURES

The EPG Committee will meet online at least three times a year, and if EPG Committee members are required to travel for EPG activities, the BES will reimburse travel expenses using the BES Policy budget. The EPG Committee shall be quorate if three members are present in addition to the BES

¹ This TOR may be subject to change

Staff Secretariat and Chair or Vice-Chair. The BES Staff Secretariat will produce meeting minutes to be circulated and which will be archived and circulated amongst Members once approved by the Chair or Vice-Chair.

Guidance given by EPG Committee is at the discretion of BES Staff to implement as appropriate based on their knowledge or other practicalities. For accountability to be maintained, the BES Staff Secretariat must obtain approval from the Chair or Vice-Chair when significant action is taken:

- a) directly opposing the consensus decision given by EPG Committee
- b) when activities agreed on by EPG Committee are no longer to be conducted or are altered significantly, and
- c) when conducting activities not previously outlined to EPG Committee for discussion. Agreed changes will then be reported to EPG Committee. Minor deviations from plans agreed are not required to be reported.

RECRUITMENT AND MEMBERSHIP

One BES Policy Officer will act as EPG Committee Secretariat, leading the coordination of activities. The EPG Committee can be comprised of up to 12 members, including a Chair and Vice-Chair, EPG Members and external observers contributing relevant expertise. At least one member

- must be a graduate student, acting as 'Early Career Representative'.
- will be the 'Equalities and Diversity Representative'
- will be the 'BES Policy Committee Representative' abiding by its remit.

Members will be recruited in accordance with BES policy relating to unpaid volunteers via an openly publicised call to the BES Membership and through direct approaches to candidates. The BES Secretariat of EPG Committee is permitted to shortlist applicants for EPG Committee's consideration.

Members will be chosen for their representation of the BES community, experience and knowledge relating to English Policy and their understanding of the BES. Ordinary Members will be appointed for an initial term of three years and will subsequently be invited to apply for re-election.

The Chair and Vice-Chair of EPG Committee will be elected from within the membership of the EPG Committee and may include an open call for applicants at the EPG Committee's discretion. There is the expectation that in the instance that the Chair is not available then the Vice-Chair will fill in on a temporary basis. Being the Vice-Chair of the EPG Committee is not a guarantee of being the Chair of the EPG Committee in the future.

The Vice-Chair position will last for no longer than three years before a majority decision by EPG Committee is required to allow re-election without an open recruitment process, or to launch an open recruitment process. The Chair and Vice-Chair can serve a maximum of three consecutive terms before stepping down, with a minimum of three years elapsing before further re-election.