

# IChemE Safety Centre Advisory Board – Terms of Reference

## Authority

The ISC Advisory Board is solely responsible for recommending and reviewing the technical programme of the ISC. The ISC Advisory Board has no specific accountabilities. The ISC Advisory Board support the operations of the ISC and in turn the Major Hazards Committee (MHC). The ISC Advisory Board is consulted by the ISC Major Hazards Committee (MHC) Representatives for the purposes of providing input to the MHC.

## Purpose

The IChemE Safety Centre (ISC) Advisory Board proposes, develops, and reviews the technical program of the ISC.

For details on the purpose of the ISC refer to the ISC Charter.

## Duties

The Advisory Board, having determined the technical program, requests the establishment of working groups. The Advisory Board shall agree the outcomes required and nominate personnel from within the Operating Partner organisations or suggest Industry Partner participation or other technical experts to participate in working groups. Each working group shall have a Sponsor from an Operating Partner, who will brief the working group and attend meetings from time to time. The ISC Advisory Board is informed of the activities and decisions of the IChemE MHC. It is also informed where relevant of the activities and decisions of IChemE.

## Membership

The chair of the Advisory Board shall be appointed by IChemE Board of Trustees with the agreement of the Advisory Board members. As the Advisory Board is not an IChemE constituted committee, its chair is not required to be a Voting Member of IChemE as defined in Bylaw 2. The ISC chair is also the chair of the IChemE Major Hazards Committee.

General membership of the Advisory Board is made up of Operating Partner representatives. It is the responsibility of each Operating Partner company to nominate their own representative and may also nominate a named alternate to the usual representative. There is no term limit, as the representatives are nominated by their company.

For job descriptors for volunteer roles for this committee can be found [xxx](#) (add link).

## Meetings

The Advisory Board shall meet at least 4 times a year. Participants may take part by electronic means and shall count towards the quorum, provided they are able to follow the proceedings of the meeting. Alternate representative of Operating Partners may also attend the board meeting in addition to the nominated representative, though will not contribute to the quorum.

Industry and supporting partner representatives may not attend Advisory Board meetings, unless specifically invited by the Chair.

## Autonomy

The Advisory Board has no financial duties or authority and may not make specific requests of external parties. All necessary requests must be made by the ISC Director.