

IChemE Learned Society Forum Terms of Reference

Delegated Authority

By-Law 91 Regs 5,6,7	The Board may delegate any of its powers (other than the power to borrow money) to standing or special committees of the Board consisting of members (Voting or Non-Voting) provided that the chairman of such a committee is a Voting member.
By-Law 91	Board of Trustees > Learned Society Committee > Learned Society Forum

Purpose

To facilitate collaboration, the exchange of ideas and good practice between the various groups that actively contribute to IChemE's activities as a learned society and to give input into the strategic direction of IChemE as a learned society

Duties and Powers

The Chair, Deputy Chair and Members of the Learned Society Forum are responsible for the duties:

1. Exchange ideas and good practice for learned society activities and knowledge management.
2. Contribute to the technical roadmap Chemical Engineering Matters (or its successors), and other thought leadership activities.
3. Working in close collaboration with the Learned Society Committee, actively promote new ideas and activities, the technical development of chemical engineering and capability development of the membership in pursuit of IChemE's current Strategy, the Learned Society Priority Topics, and the stated aims of the institution.

The Learned Society Forum is accountable to the Learned Society Committee.

The Learned Society Forum is supported by staff drawn from the Learned Society Directorate.

In the course of carrying out its duties, the Learned Society Forum may consult, as appropriate

- Members of the Special Interest Groups (SIGs)
- Members of the Member Groups (MGs)
- The Learned Society Committee (LSC)
- The Member Engagement Committee (MEC)
- IChemE members of staff

If there is a requirement for any additional resource or support such as financial or staff time, this needs to be treated as a Learned Society Member Project and an appropriate proposal completed.

Membership

1. Vice-President (Learned Society), who is the Chair, Learned Society Forum
2. Vice President (Membership Engagement), who is the Deputy Chair, Learned Society Forum

3. Chair or a representative, from each IChemE Special Interest Group
4. Chair or a representative, of other distinct standing groups forming part of the Learned Society function that are not already represented through the above, as specified in Annex 1

Invited to attend as observers

5. Members of the Learned Society Committee
6. Members of the Member Engagement Committee
7. Chair or representative from IChemE National Boards
8. Chair or a representative from each IChemE local or regional member groups worldwide
9. Representatives from other committees contributing to IChemE's outputs as a learned society, such as Editorial Boards for IChemE publications, and the Chair of IChemE's Net Zero Working Group

Members of LSF need to be members of IChemE (any exceptions to be approved by the LSF Chair)

Meetings

Meetings shall be convened by the Chair. Meetings will be held online at a time suitable for the majority of members worldwide.

Quorum

Meetings are quorate if at least 14 members attend.

Conduct of members

All members of the Learned Society Forum accept the terms of the IChemE Code of Conduct for Members and all relevant policies to apply to their behaviour online, including their participation on any platforms reserved for the Learned Society Forum, member-only forum, official social media accounts or direct online correspondence and in face-to-face interactions.

Any substantial breach of the Code of Conduct may lead to a notification of unacceptable behaviour and a warning or, for any significant breach or breaches (in the reasonable opinion of IChemE), the end to the services as a Learned Society Forum member or, where appropriate, disciplinary action.

Review

This Terms of Reference to be reviewed by 31 December 2024, or earlier.

Annex 1: Other distinct groups represented on the Learned Society Forum

- IChemE Communities of Practice
- Delivery of Climate Change Commitments Working Group
- Sustainability Hub TAG
- Digitalisation Committee (DigiCom)
- Medals and Prizes Committee
- IChemE Safety Centre Board
- Contracts Committee

