



ROYAL SOCIETY OF NEW SOUTH WALES

COUNCIL

TERMS OF REFERENCE

EVENTS COMMITTEE

1. General Scope and Authority

- 1.1 The purpose of the Committee is to exercise the executive authority of the Council on matters of relating to planning and delivering the programme of events for the Society's members and the general public.

2. Composition

- 2.1 The Committee is comprised of members of the Council appointed by Council resolution and *ex officio* members defined in the Rules.
- 2.2 The Council may appoint to the Committee members who may not be members of Council or of the Society.
- 2.3 Committee members appointed by resolution of Council shall have their Committee membership reviewed at the Council meeting immediately following the AGM or earlier should circumstances require it.
- 2.4 The chair of the Committee is appointed by resolution of Council.
- 2.5 The Committee should appoint a Committee Secretary who may or may not be a Secretary of the Society.
- 2.6 In the chair's absence, the Committee may nominate another Committee member to chair meetings.
- 2.7 In appointing Council members to the Committee, the Council should take into account special expertise that individual Council members might possess.
- 2.8 *Ex officio* Committee members have the right but not the obligation to attend meetings.

3. Meetings

- 3.1 The Committee conducts its business by formal and informal meetings that take place as frequently as required.

3.2 Formal committee meetings

- 3.2.1 Complex matters or those of material importance to the Society should be dealt with in formal meetings of the Committee.
- 3.2.2 Any Committee member may request the Chair to call a formal meeting.
- 3.2.3 An agenda for each formal meeting confirming the date, time, venue and agenda shall be forwarded to each Committee member at least three days prior to the date of the meeting, unless waived by agreement of all Committee members. The agenda should include relevant supporting documents for the items to be discussed.
- 3.2.4 A quorum shall be reached when two-thirds of the members of the Committee are present, provided that at least one of those present is the chair or the President or a Vice-President.
- 3.2.5 Minutes of meetings and Committee resolutions are to be kept by the Committee Secretary. The Committee Secretary should distribute draft minutes to all Committee members for confirmation within seven days of

Committee meetings. Minutes should be finalised within fourteen days of Committee meetings and when final the Honorary Secretary should make them available to Council.

3.3 Informal committee meetings

- 3.3.1 The Committee may conduct minor business via telephone, email correspondence and other means, provided that all Committee members are copied on such correspondence and that all decisions are confirmed in writing. All business conducted in such a manner need not be minuted but must be included in the report to Council.
- 3.3.2 At each Council meeting, the Chair or delegate should report to the Council matters discussed at Committee meetings and include all material details of decisions executed by the Committee.

4. External advice

- 4.1 Approval to seek advice from external advisers as might be required for the Committee to discharge its responsibilities requires resolution of the Council.
- 4.2 All such advice shall be communicated to the Council.

5. General responsibilities (see Appendix 1 for specific event details)

- 5.1 Responsibilities for planning and delivering the events program for the Society's members and the general public including but are not limited to:
- Planning the programme for the monthly ordinary general meetings of the Society, including:
 - Identifying and inviting suitable speakers
 - Arranging promotion and publicity of the meetings (TAS)
 - Arrangements for venue hire, audio-visual equipment and catering (TAS)
 - Arrange the Society's named lectures (Clarke, Poggendorf, Liversidge, Pollock, Jevons) and special events (Science Week talks, RSNSW/SMSA themed lecture series, the Annual Dinner, Four Societies lecture)
 - Arranging promotion and publicity (TAS)
 - Arrangements for venue hire, audio-visual equipment and catering (TAS)

6.1 Limitations on executive authority

- 6.1.1 Executive limitations are resolved by Council from time-to-time.

APPENDIX TO TERMS OF REFERENCE OF EVENTS COMMITTEE

OPERATIONAL GUIDELINES

1. Overall

1.1 Creating a list of events for each year and updating it as details become available

1.2 Posting the list of events on the website and reporting updates to Council

2. Ordinary General Meetings

- a. Liaise with State Library of NSW
- b. Venue: State Library
- c. Held on first Wednesday of each month, except January (no OGM) and May (Annual dinner)
- d. Recruiting Speakers, except for RSNSW scholarship winners (February OGM) and Jak Kelly Award speaker (December OGM)
- e. Arranging catering in cooperation with SL (welcome drinks and nibbles, and dinner)
- f. Promotion
 - i. Developing outline, speaker bio and photos
 - ii. Creating publicity material (TAS)
 - iii. Posting details on website (TAS) and Facebook (TAS?)
 - iv. Email list: Emailing and reminding Members, Fellows and others (TAS)
 - v. Arranging other types of promotion such as through other organisations (e.g. SMSA) and online (e.g Sydney Talks)
 - g. Preparing medals of appreciation for speaker
 - h. Taking bookings (TAS)
 - i. Running of the event
 - i. Audio visual set up (State Library)
 - ii. Recording as required
 - iii. Person giving vote of thanks
 - iv. Providing details of event for introduction of speaker
 - v. Announcement of future events
 - vi. Preparing Fellow and Member certificates (TAS)

3. Named Lectures

- a. Arranging date, venue and catering in cooperation with medallist's university/institution
- b. Promotion
 - i. Developing outline, speaker bio and photos
 - ii. Creating publicity material (TAS)
 - iii. Posting details on website (TAS) and Facebook (TAS?)
 - iv. Email list: Emailing and reminding Members, Fellows and others (TAS)
 - v. Arranging other types of promotion such as through other organisations (e.g. SMSA, Medallist's University/Institution) and online (e.g Sydney Talks)
 - c. Running the event

4. Four Societies Lecture

- a. Liaise with other societies
- b. Recruit speaker (every four years)
- c. Arrange venue, date and catering (every four years)
- d. Promotion

- i. Developing outline, speaker bio and photos
- ii. Creating publicity material (TAS)
- iii. Posting details on website (TAS) and Facebook (TAS?)
- iv. Email list: Emailing and reminding Members, Fellows and others (TAS)
- v. Arranging other types of promotion such as through other organisations (e.g. SMSA, Medallist's University/Institution) and online (e.g Sydney Talks)
- e. Running the event

5. Annual Dinner

- a. Liaise with Government House about attendance and role of Governor
- b. Arranging date, venue and catering
- c. Determine cost for members, friends (SMSA, SL) and others
- d. Determine guests of RSNSW
- e. Recruiting keynote speaker (Distinguished Fellow of RSNSW)
- f. Promotion
 - i. Developing outline, speaker bio and photos
 - ii. Creating publicity material (TAS)
 - iii. Posting details on website (TAS) and Facebook (TAS)
 - iv. Email list: Emailing and reminding Members, Fellows and others (TAS)
 - v. Arranging other types of promotion such as through other organisations (e.g. SMSA, Medallist's University/Institution) and online (e.g Sydney Talks)
 - g. Organising the event
 - i. Prepare award medals and certificates (TAS)
 - ii. Catering, table decoration
 - iii. Table assignments
 - iv. Music
 - v. Reception
 - vi. Greeting party
 - vii. Governor's arrival
 - viii. Preparing order of business, including vote of thanks to speaker and call to take seats before Governor arrives
 - h. Running the event (in cooperation with venue)
 - i. Master of Ceremonies
 - ii. Audio visual, recording
 - iii. Timing
 - iv. Providing details of keynote speaker

6. Science Week talks (in cooperation with SMSA (August, usually 4 talks)

- a. Liaise with SMSA to identify speakers
- b. Recruit speakers
- c. Register talks (May) and gain approval from Science Week
- d. Arrange venue, date, catering and costs
- e. Promotion (in cooperation with SMSA)
- i. Developing outline, speaker bio and photos
- ii. Creating publicity material (in cooperation with SMSA and Science week)
- iii. Posting details on website (TAS) and Facebook (TAS?)
- iv. Email list: Emailing and reminding Members and Fellows (TAS)
- v. Arranging other types of promotion such as through other organisations (e.g. SMSA, Medallist's University/Institution) and online (e.g Sydney Talks)
- f. Assist in running the event

7. RSNSW/SMSA themed lecture series

- a. Liaise with SMSA to identify speakers

- b. Recruit speakers (ensure no conflict with other RSNSW events)
- c. Venue, date and catering
- d. Promotion (in cooperation with SMSA)
- i. Developing outline, speaker bio and photos
- ii. Creating publicity material (in cooperation with SMSA and Science week)
- iii. Posting details on website (TAS) and Facebook (TAS?)
- iv. Email list: Emailing and reminding Members, Fellows and others (TAS)
- v. Arranging other types of promotion such as through other organisations (e.g. SMSA, Medallist's University/Institution) and online (e.g Sydney Talks)
- e. Running the event