

## *1. Early Career (EC) Committee of the British Society of Soil Science – Terms of Reference*

1.1 The British Society of Soil Science (BSSS) is a membership organization whose mission is ‘to advance the study of soil and to promote a better understanding of soil, nationally and internationally’. BSSS is a company limited by guarantee under The Companies Act 2006. It is also a Registered Charity (No. 1134456) under the Charity Act 2006. The Governing Documents for the Society are the Memorandum of Association and Articles of Association (the Articles) incorporated on 21 December 2009 and Bye-Laws adopted by the Trustee Board on 1 November 2017.

1.2 The EC Committee supports BSSS to deliver its aims as set out in the documents listed at 1.1. Early Careers members of the Society are entitled to join and participate in the activities of the EC Committee.

1.3 Details of membership and a Code of Conduct for Members of the Society are set out in the Society’s Governing Documents above.

## *2. Functions of the Early Careers Committee*

2.1 The function of the EC Committee is to:

- a) Provide Early Careers members of BSSS with the support they need to access Society benefits
- b) Deliver an Early Careers Conference every two years
- c) Work with other Society committees to ensure services offered meet the needs of Early Career members
- d) Provide relevant Early Career information to Board and Council, which may support the delivery of the society’s strategic priorities.

## *3. Early Careers Committee Members*

3.1 The EC Committee shall comprise a committee of up to ten BSSS members. This includes a Chair, the BSSS Executive Officer and six to eight other Early Careers members of the Society.

3.2 Members may also join on an ad hoc basis to contribute to specific EC Committee activities.

3.3 The committee will choose one existing member to act as Equity, Diversity and Inclusion (EDI) champion and consider this alongside the committee’s activities.

## *4. Method of Working*

4.1 A minimum of 50% of committee members is required to make the meeting quorate.

4.2 The Chair of the EC Committee shall not hold the office of Chair for more than two years in succession but shall then be eligible for re-election to a different committee post, provided they still qualify as a Society Early Careers member.

4.3 Committee members shall not hold their post for more than three years, but after three years shall be eligible for re-election, provided they still qualify as a Society Early Careers member.

4.4 Committee members may take parental leave of up to one year, on the birth or adoption of their child. Committee members will be able to rejoin the committee with the same committee membership tenure as the day they left for leave.

4.5 Elections of EC Committee members shall be carried out by the EC committee. Nominations shall be submitted to an EC Committee meeting, where the Committee should consider and agree the outcome for each nominee.

4.6 A diverse representation of members on the committee is encouraged, in line with the Society's Equality, Diversity and Inclusion policy.

4.7 Nominations for the EC Committee Chair should be submitted to an EC Committee meeting, where the Committee should consider and agree their preferred Chair. The nomination for the preferred Chair should be submitted to the next BSSS Council meeting for ratification and an election should take place at the next BSSS General Meeting.

4.8 The committee must be quorate to elect new members.

4.9 If a committee member, including the Chair, does not attend 50% of meetings in any given year, the committee member may be removed from their post. This decision should be made by the Chair in conjunction with the committee. In the case of the Chair, this decision will be made by the Society President.

4.10 The EC Committee Chair will be a member of the BSSS Council.

4.11 The EC Committee will meet at least twice annually.

4.12 All members of the Committee shall be Society members in good standing.

4.13 The EC Committee shall report to the Council and Trustee Board at least once in every financial year of the Society.

## *5. Committee Operations*

5.1 Committee members will be expected to declare a conflict of interest if they have formal/professional links with any supplier of services to the EC Committee and withdraw from any decisions made.

5.2 As required, the Chair will recommend to Council changes of operating methods or funding patterns in light of external or internal factors.

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