

1. Professional Practice and Development Sub-Committee of the British Society of Soil Science – Terms of Reference

1.1 The British Society of Soil Science (BSSS) is a membership organisation 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 1st November 2017.

1.2 The Professional Practice and Development Sub-Committee (PPDSC) supports BSSS to deliver its aims as set out in the documents listed at 1.1. BSSS members are entitled to join and participate in the activities of the PPDSC.

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 Professional Practice and Development Sub-Committee

2.1 The function of the sub-committee is to support the Professional Practice and Development Committee (PPDC) with the review of membership, Fellow and Chartered Scientist (CSci) applications and the annual audit of Continual Professional Development (CPD) submissions for Full and Fellow members and CSci registrants.

3. Professional Practice and Development Sub-Committee Members

3.1 The PPDSC shall comprise up to ten BSSS members. This includes a Chair and a representative of the PPDC.

3.2 The PPDSC 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 As far as possible, the PPDSC shall be representative of society members, and have a range of membership types represented.

4.2 A minimum of 50% of the PPDSC members is required to make the meeting quorate.

4.3 The Chair of the PPDSC shall not hold the office of Chair for more than three years in succession.

4.4 PPDSC members shall not hold their post for more than three years, but after three years shall be eligible for re-election to a different committee post.

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

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

4.8 Elections of PPDSC members should be carried out by the PPDC. Nominations shall be submitted to a PPDC meeting, where the group should consider and agree the outcome for each nominee.

4.9 Nominations for the Chair should be submitted to a PPDC meeting, where the PPDC should consider and agree their preferred Chair.

4.10 The PPDC must be quorate to elect new members.

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

4.11 All members of the PPDSC shall be Society members in good standing.

4.12 The PPDSC will report to the PPDC before each meeting and as required.

5. Committee Operations

5.1 PPDSC members will independently assess membership, fellow and CSci applications and CPD submissions as specified in the relevant guidance, as and when applications are submitted.

5.2 PPDSC members will be expected to declare a conflict of interest if they have formal/ professional links with any applicants and will withdraw from the awarding process.

5.3 Two members of the PPDSC must agree the decision for it to be carried.

5.4 The Executive Office will inform applicants of the PPDSC's decision and if relevant, will provide guidance on why the application was rejected.

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

February 2024

British Society of Soil Science Cranfield University, Building 42a, Cranfield, Bedfordshire MK43 0AL

T: +44 (0)1234 752 983 F: +44 (0)1234 752 970 E: admin@soils.org.uk W: www.soils.org.uk