

**London Mathematical Society
Society Lectures and Meetings Committee
Terms of Reference**

1. Constitution and Purpose

- 1.1 This is a Committee of Council.
- 1.2 This Committee shall have the authority to arrange and coordinate the Society's programme of scientific meetings and lectureships, and to propose new initiatives in this area.
- 1.3 This Committee shall provide strategic advice to Council on matters relevant to scientific meetings and lectureships.

2. Roles and responsibilities

- 2.1 The Society Lectures and Meetings Committee will have the following roles and responsibilities.

Advice to Council

- 2.2 The Committee shall provide advice to Council on Society Lectures and Meetings by:
 - i) reviewing and developing the Society's policies and activities relating to its programme of scientific meetings and lectureships; and
 - ii) ensuring that Council is kept informed of matters relevant to scientific meetings and lectureships.

Activities

- 2.3 The Committee shall undertake relevant activities for Society Lectures and Meetings by:
 - i) arranging the Society's programme of Ordinary and General Meetings and lectureships (listed in the appendix), in accordance with the Society's Statutes and By-Laws where necessary; and
 - ii) liaising with any relevant bodies on related matters.

Budgets and Reporting

- 2.4 The Committee is responsible for:
 - i) keeping within any budget delegated to it by Council and spending it effectively;
 - ii) advising Council on budget forecasting and expenditure; and
 - iii) providing regular reports to Council.

3. Membership

- 3.1 The Committee shall normally consist of 7 members. In the event that none of the current Committee members also sit on Council, the Committee shall ask the General Secretary to seek a volunteer from amongst the Council members to serve on this Committee so that the link with Council is maintained.
- 3.2 The Chair shall be appointed by Council from among the Committee members. In the absence of the Chair the remaining Committee members may appoint an Acting Chair for that meeting from among their members.
- 3.3 All Committee members shall be appointed by Council.
- 3.4 The Committee members will normally be members of the Society and shall each serve a term of office of no longer than 6 years in total (2 terms of 3 years).
- 3.5 The Committee will have the right to invite non-members to attend for specific discussions. Such guests will not have voting rights.

4. Frequency and format of meetings

- 4.1 The Committee shall meet for two meetings per year, which will normally be held remotely but one meeting may be held in-person every two years. The Chair may call urgent meetings on specific issues if required.
- 4.2 Participation at the in-person meetings via video-conferencing or telephone-conferencing is acceptable.
- 4.3 Each Committee Member shall be expected to take an active role in electronic discussions.

5. Attendance

- 5.1 If a member is absent without reasonable cause for three or more consecutive meetings the member will be considered to have resigned from the Committee.
- 5.2 Representation from committee members is expected at all Society events relevant to the Committee.
- 5.3 The LMS Executive staff (e.g., the Membership & Grants Manager) will normally be in attendance at Committee meetings.
- 5.4 The secretariat support for the Committee shall normally be provided by the LMS Executive staff.

*Agreed by Council
21 April 2023*