

London Mathematical Society Education 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 implement the Society's portfolio of education grant schemes, and to propose new initiatives in this area.
- 1.3 This Committee shall organise activities which promote public interest in and understanding of mathematics.
- 1.4 This Committee shall provide advice to Council on matters concerning mathematical education.

2. Roles and responsibilities

- 2.1 The Education Committee will have the following roles and responsibilities.

Advice to Council

- 2.2 The Committee shall provide advice to Council on education policy by:
 - i) suggesting responses to policy documents in the field of the Committee's interests;
 - ii) acting on behalf of Council in such matters when authorized to do so; and
 - iii) ensuring that Council is kept informed of matters relevant to education policy.

Activities

- 2.3 The Committee shall undertake relevant activities for mathematical education by:
 - i) organising activities which promote public interest in and understanding of mathematics;
 - ii) implementing the Society's portfolio of education grant schemes (listed in the appendix); and
 - iii) liaising with other 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 consist of 10 members.

- 3.2 A Vice-President of the Society shall be one of the members of the Committee.
- 3.3 The Chair shall be the Education Secretary. In the absence of the Chair the remaining Committee members may appoint an Acting Chair for that meeting from among their members.
- 3.4 The remaining 8 Committee members shall be appointed by Council. One of them will be the Council Representative, appointed by Council from among its membership.
- 3.5 One member of the Committee shall be appointed as a representative of the Heads of Departments of Mathematical Sciences (HoDoMS).
- 3.6 The remaining 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).
- 3.7 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 as required in execution of its duties under section 2 above, although not normally more than 4 times per year, usually in De Morgan House. The Chair may call urgent meetings on specific issues if required.
- 4.2 Participation in meetings via video-conferencing or telephone-conferencing is acceptable on occasion.
- 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 The secretariat support for the Committee shall normally be provided by the Society Business Officer.

Agreed by Council
28 June 2019

Appendix: current portfolio of education grants

Small Grants for Education scheme

Grants for Teacher CPD (intended for individual teachers/educators)

Multiple Grants for Teacher CPD scheme (intended for conference organisers)