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)