



Royal Meteorological Society

**STANDING ORDERS  
of the  
Royal Meteorological Society**

**February 2015**

# CONTENTS

	Page
1 INTRODUCTION	4
2 COUNCIL	5
2.1 Competence	5
2.2 Council Meetings	5
2.3 The Routine Agenda for Council Meetings	5
2.4 Circulation of Agenda and Minutes	6
2.5 Any Other Business	6
2.6 Nominations to Fill Vacancies	6
2.7 Council Decisions Recorded in Standing Orders	7
3 OFFICERS AND COMMITTEE CHAIRS – PRINCIPAL RESPONSIBILITIES	8
3.1 The PRESIDENT	8
3.2 The VICE-PRESIDENTS, TREASURER and GENERAL SECRETARY	8
3.3 COMMITTEE CHAIRS	8
3.4 JOURNAL EDITORS	8
4 COMMITTEES OF COUNCIL	8
4.1 Establishment of Committees and Other Bodies	8
4.2 Standing Committee Chairs	9
4.3 Standing Committee Membership	9
4.4 Standing Committee Quorum and Casting Vote	9
4.5 Standing Committees of Council	9
5 PUBLIC STATEMENTS AND REPRESENTATION	10
5.1 Policy Statements	10
5.2 Representation on Outside Bodies	10
6 MEETINGS, VISITS AND LECTURES	10
6.1 Meetings	10
6.2 Annual General Meeting and Presidential Address	10
6.3 National Wednesday Meetings	11
6.4 National Saturday Meetings	11
6.5 Meetings in Honour of Named Individuals	11
6.6 Meetings of Special Interest Groups and Local Centres	11

	Page
6.7 Social Events	11
6.8 Visits	11
6.9 Commemorative Lectures	11
6.10 Charges for Attending Meetings	11
6.11 Payment of Expenses	12
6.12 Meeting Budgets	12
6.13 Guidance to Meeting Organisers	12
6.14 Conferences	12
7 AWARDS AND PRIZES	13
7.1 The Society Prizes	13
7.2 Bursaries	13
7.3 The Rupert Ford Memorial Fund	14
8 MEMBERSHIP	14
9 ADMINISTRATION	14
9.1 Finance - Funds	14
9.2 Finance - Records	14
9.3 Finance - Purchases and Payments	14
9.4 Finance - Subscriptions	15
9.5 Finance - Travel	15
9.6 Finance - Miscellaneous	16
9.7 The Establishment of Staff	16
9.8 Terms and Conditions of Employment for Staff	17
9.9 Staff Remuneration	17
9.10 Other Employment Details	17
9.11 Office Procedures	18
9.12 Insurance	18
10 PROFESSIONAL ACCREDITATION	19
11 OTHER WIDER SOCIETY ACTIVITIES	20
APPENDIX 1: ROLE DESCRIPTIONS FOR THE VICE-PRESIDENTS, TREASURER, GENERAL SECRETARY AND CHIEF EXECUTIVE	21
APPENDIX 2: TERMS OF REFERENCE OF THE COMMITTEES OF COUNCIL	23

	Page
APPENDIX 3: LOCAL CENTRES AND SPECIAL INTEREST GROUPS	31
APPENDIX 4: REGULATIONS FOR SOCIETY AWARDS AND PRIZES	33
APPENDIX 5: REGULATIONS FOR TRAVEL AWARDS MADE FROM THE RUPERT FORD MEMORIAL FUND	39
APPENDIX 6: THE INVESTMENT POLICY OF THE SOCIETY	40
APPENDIX 7: THE SOCIETY'S ARCHIVING POLICY	43
APPENDIX 8: GUIDANCE TO AUTHORS OF OBITUARIES	45
APPENDIX 9: SCHEDULE OF DATES FOR INSERTS INTO WEATHER AND THE SOCIETY'S WEBSITE	46
APPENDIX 10: MEMBERSHIP FORMS	47
INDEX	54

## **1. INTRODUCTION**

1.1.1 This document defines the Standing Orders of the Royal Meteorological Society. It lays out the operating framework that defines how the Society shall conduct its business in line with its Charter and By-Laws. It is a reference document for all who work for or with the Society.

1.1.2 These Standing Orders shall be kept under regular review by the House Committee on behalf of Council. Any recommended changes shall be reported back to Council for final approval.

## **2. COUNCIL**

### **2.1 Competence**

2.1.1 Nothing in these Standing Orders shall affect the competence of Council to deal with any business of the Society. Decisions voted on at Council meetings shall be determined by a straight majority of votes cast (By-Law 53). In the case of a tied vote the Chair of the Council meeting (normally the President) shall have the casting vote.

### **2.2 Council Meetings**

2.2.1 Council shall normally meet three times a year, in or around October, February, and June. Special Meetings may be called at other times to deal with urgent business. The Membership of Council is given in By-Law 41.

### **2.3 The Routine Agenda for Council Meetings**

2.3.1 The Agenda of Council shall form two parts. Part A shall include all the items scheduled for discussion at the meeting. Part B shall include all the items for information or *en bloc* approval. Members of Council shall be able to request at the start of the meeting to bring any items from Part B into Part A for discussion.

2.3.2 Routine Agenda Items for all Council Meetings shall be as follows:

Agenda Part A:

- Minutes of the previous Meeting and any additional unapproved Minutes.
- Highlight Report from the Chief Executive.
- Table showing progress with Matters Arising from the Minutes.
- Opportunity for Council members to suggest future Agenda items.

Agenda Part B:

- Changes to Membership.
- Updated Risk Register and review of any Health and Safety Reports.
- Report of progress against the Strategic Plan.
- Report on website activity.
- Summary of finances against budget and a forecast of out-turn (except for the meeting(s) where the end of year position shall be reported and budgets are being set, which shall be included in Part A).

2.3.3 The Part A agenda of specific Council meetings shall cover the following topics:

October Part A Agenda

- Agree a provisional list of nominations for Council vacancies arising in the following October, supported by biographies and accompanying information.

- Review the Forecast of Out-turn and approve the Budget for the coming year.
- Approve the new Strategic Plan (in years when this is appropriate).
- Approve the Activity Plan for the coming year.

#### February Part A Agenda

- Review unaudited financial position from the previous year for approval via email post audit.
- Approve the Annual Report and audited Accounts
- Confirm Council nominations for vacancies arising in October and review ballot procedures.
- Consider recommendations for the Society's Awards for the previous year and the award of any Honorary Fellowships.
- Consider proposals for any amendments to By-Laws and Standing Orders.

#### June Part A Agenda

- Provide early notice of vacancies arising on Council in October of the following year.
- Remind Council about the appeal for nominations for the Society's Awards.
- Approve membership fees, subscriptions and journal pricing for coming year.

#### 2.4 Circulation of Agenda and Minutes

2.4.1 The Agenda for a Council Meeting and the meetings of Council's Committees, shall normally be circulated at least one week before the meeting is due to take place. The Chief Executive shall arrange for minutes of Council and its Committee meetings to be prepared as a matter of record. These shall be approved by the Chair or the respective meeting before being circulated as soon as possible following the meeting. The minutes shall be ratified at the next meeting of the Council/Committee.

#### 2.5 Any Other Business

2.5.1 Normally no business shall be brought forward at any meeting of Council unless such business has been entered on the Agenda for that meeting or Council decides at its meeting that the business is of a kind that calls for prompt consideration.

#### 2.6 Nominations to Fill Vacancies

2.6.1 As part of the papers for the June and October Meetings, all Council Members shall be sent a list of those Members of Council whose terms of office end on 30 September in the following year. This list shall include a note on the affiliation and main areas of meteorological interest of the retiring members. A detailed notice to Members shall also be included as an insert in the September issue of *Weather*. Nomination Officers are responsible for encouraging Members to be nominated for the Officers of Council (excluding the Vice-President for Scotland). The Nomination Officers will collectively represent the three main membership groups of the Society. The Nomination Officers should either be current members of Council, have recently been a member of Council or have knowledge of the role of Council. The term of office of a Nomination Officer will normally be 3 years. The Membership, Nomination Officers and Council Members shall be asked to suggest nominees who shall be broadly in the same category as those retiring or covering areas of interest not thought to be sufficiently represented on the existing Council. Nominations shall be prioritised and a provisional list drawn up at the October meeting of Council.

2.6.2 The Chief Executive shall be responsible for confirming that all those on Council's provisional list are willing and able to accept the nomination. In completing this, the Chief Executive shall, if necessary, draw from the list of reserves identified by Council.

2.6.3 The closing date for receipt of nominations for Members of Council shall be ten working days before the meeting of Council at which they are discussed. All Council's nominations who have confirmed their willingness to stand and any additional nominations with accompanying affiliations, areas of meteorological interest and biographies so received, with the details of any ballot shall be circulated to Council with the February Council papers.

2.6.4 Council's nominations shall be circulated to each Member by mid-March (usually with the March issue of *Weather*). Members shall have up to 30 days after the issue of Council's list to propose additional nominations in accordance with the procedure in By-Law 48.

2.6.5 If no candidate has been nominated by Members in accordance with the procedure in By-Laws 47 and 48, then the persons nominated by the Council shall be declared by the President at the Annual General Meeting to be elected unopposed and no ballot papers shall be issued. Otherwise a ballot for Election to Council shall be issued. A ballot paper will be circulated to Members, normally four weeks prior to the Annual General Meeting, containing the names of those nominated to fill the vacancies and stating who has been nominated by Council or giving the name of the Fellow or Associate Fellow who made the nomination. The ballot paper must be returned to the Society offices at least 48 hours before the starting time of the Annual General Meeting. The General Secretary is responsible for overseeing the counting of the votes and will report the outcome to the President. Candidates will be elected in order of the number of votes they receive, with the candidate receiving the most votes being elected first. In the event of the election to any vacancy being indeterminate owing to an equality of votes, the names of the candidates will be submitted to the President of the Society who holds a casting vote. The President will report the results of the ballot to the Society at the AGM.

## **2.7 Council Decisions Recorded in Standing Orders**

2.7.1 All decisions of Council which affect the conduct of the Society's business shall be entered as appropriate in the Standing Orders. The Chief Executive shall review the Standing Orders annually, including any input from Committee reviews, and submit any resulting proposed revisions to the House Committee for approval.

### **3. OFFICERS AND COMMITTEE CHAIRS – PRINCIPAL RESPONSIBILITIES**

#### **3.1 The PRESIDENT**

3.1.1 The President's responsibilities shall be to:

- act as a figure-head in promoting and representing the interests of the Society to key Stakeholders, supported by the Chief Executive;
- preside over all of the Society's activities and strategic developments;
- chair Council Meetings, the Awards Committee and the Annual General Meeting, or identify an alternate;
- deliver at least one Presidential Address during their term of office.

#### **3.2 The VICE-PRESIDENTS, TREASURER and GENERAL SECRETARY**

3.2.1 These roles are viewed as Senior Officers of the Society and as such are important in helping the Society deliver its mission and in ensuring the Society has strong governance in place.

3.2.2 Role descriptions for the Vice-Presidents, Treasurer and General Secretary are laid down in Appendix 1.

#### **3.3 Committee Chairs**

3.3.1 All Committee Chairs shall keep the Terms of Reference for their committees under regular review. These Terms of Reference are laid down in Appendix 2.

#### **3.4 Journal Editors**

3.4.1 The Journal Editors shall, for the journals which they edit:

- give scientific leadership for the journal and their Editorial Board and be responsible for appointment to their Editorial Board;
- ensure a robust peer review of all papers submitted to the journal for publication;
- liaise with the publisher's office on the administration and production, as appropriate;
- nominate authors or reviewers for certain prizes and awards to the Awards Committee;
- take part in meetings of the Scientific Publishing Committee to help develop and execute of a world class publishing strategy and portfolio of journals.

### **4. COMMITTEES OF COUNCIL**

#### **4.1 Establishment of Committees and Other Bodies**

4.1.1 Standing Committees shall be established by Council in accordance with By-Law 55. Their powers and Terms of Reference shall be as prescribed by Council and recorded in these Standing Orders (Appendix 2). Their policy decisions shall be subject to confirmation by Council unless Council shall determine otherwise.

4.1.2 For *ad hoc* groups, sub-committees or project boards, appointed by Council or by Standing Committees, the rules of procedure, Terms of Reference and membership shall be agreed by the Council or the Committee at the time the group or sub-committee is established and shall not survive the group, sub-committee or project board itself.

## 4.2 Standing Committee Chairs

4.2.1 Council shall appoint the Chair of a Standing Committee and, where appropriate, decide its *ex-officio* membership and any additional specific Council representation. The Chair shall, in turn, be responsible for appointing any additional members of their Committee. Any new appointments shall be reported back to Council.

## 4.3 Standing Committee Membership

4.3.1 No one shall normally remain a member of the same Committee for more than five years in succession, except in the case of *ex-officio* members. Exceptionally, appointments for a further term can be made if approved by the Chair, who may, on occasion, seek further approval by Council.

4.3.2 The President, Treasurer and General Secretary may attend any Committee Meeting of the Society and if a vote is taken the President shall have one vote. The Treasurer and General Secretary shall only have a vote on committees where they are a standing member.

## 4.4 Standing Committee Quorum and Casting Vote

4.4.1 For Council and all Standing Committees of Council, a quorum shall consist of five voting members or 50% of the total committee membership where this is less than ten.

4.4.2 Each Committee member shall have one vote and decisions, unless otherwise explicitly required in advance by Council on a particular issue, shall be by simple majority of those present and voting. The Committee Chair shall have an additional casting vote in the event of a tied vote.

## 4.5 Standing Committees of Council

4.5.1 The Standing Committees, named Chairs and members are given in the table below. In addition to these committees the Journal Editors shall convene Editorial Boards to manage the business of each of the Journal publications.

Committee	Standing Chair	Standing Members
Awards	President	All Journal Editors A Vice-President
Climate Science Communications Group		
Education and Outreach Committee		At least one teacher External representation from the Institute of Physics and the Royal Geographical Society
House	General Secretary	Treasurer A Vice-President
Meetings		Student member representative
Membership Development Group	General Secretary	
Professional Accreditation Board		Chair of Vocational Qualifications Group ( <i>ex- officio</i> ) and Chair of the Course Evaluation/CPD Panel

Committee	Standing Chair	Standing Members
Salary and Remuneration	General Secretary	Treasurer
Scientific Publishing		All Journal Editors
Strategic Programme Board	A Vice-President	General Secretary Treasurer
Vocational Qualifications Group		Representatives from the qualifications Assessment Centres and the Awarding Body

## **5. PUBLIC STATEMENTS AND REPRESENTATION**

### **5.1 Policy Statements**

5.1.1 When the Society is invited to comment or make a policy statement, the Chief Executive shall collate a response in consultation with the President and others that the President so determines. On occasion, it may be appropriate for such a response to be considered by Council, at the discretion of the Chief Executive and/or the President.

5.1.2 When the initiative comes from the Society, the decision to prepare a Statement shall be taken by Council and Council shall determine the procedure for preparing the Statement.

### **5.2 Representation on Outside Bodies**

5.2.1 The Society has representation on some Outside Bodies, the aim being to ensure that the relevance of meteorology is not overlooked by the Body concerned. When representing the Society, such representatives should be briefed on, and be prepared to convey, relevant Society decisions and views, as necessary and appropriate. In the absence of, or in addition to, a Society brief, such representatives are free to express their own personal opinions.

5.2.2 Council should nominate new representatives when the Society is approached by an Outside Body, provided Council considers this to be in the best interests of the Society and/or the profession or practice of meteorology.

5.2.3 Representatives need not be members of Council, but should clearly be respected members of the Society, with appropriate background and experience.

5.2.4 Representatives should provide a contribution to the Annual Report through the Chief Executive. The Chief Executive shall provide a template each year to each contributor to help with this process.

## **6. MEETINGS, VISITS AND LECTURES**

### **6.1 Meetings**

6.1.1 The Meetings Committee shall have oversight of the full range of meetings run by the Society.

### **6.2 Annual General Meeting and Presidential Address**

6.2.1 The Annual General Meeting shall be held before 30 September annually.

6.2.2 At least once during their term of office, the President shall deliver a Presidential Address at, or in conjunction with, an Annual General Meeting.

### **6.3 National Wednesday Meetings**

6.3.1 National Wednesday Meetings shall normally be held on the third Wednesday of each month during the period from 1 October to 30 June. In recognition that these are National Meetings of the Society, normally two of the meetings within the programme shall be held outside of London.

### **6.4 National Saturday Meetings**

6.4.1 A programme of National Saturday Meetings shall be arranged with the amateur meteorologists primarily in mind, and joint meetings with other societies shall be encouraged.

### **6.5 Meetings in Honour of Named Individuals**

6.5.1 When meetings in Honour of Named Individuals are contemplated, the following procedures should be followed if either the person concerned is living or there are family who should be consulted.

- Firstly, the Committee should be confident about the viability of the proposal, so as to avoid later embarrassment. Such a proposal should proceed only if there is identifiable support and widespread enthusiasm.
- Then the named individual or relatives should be approached for permission.
- Only after such permission is received should the meeting be organised and publicised.

### **6.6 Meetings of Special Interest Groups and Local Centres**

6.6.1 Meetings of Special Interest Groups and Local Centres shall normally be arranged and financed by the Groups themselves, but additional support from the Society may be made available for particular promotional events or as part of a subvention agreed annually.

6.6.2 Appendix 3 defines the operational details for Local Centres and Special Interest Groups in more detail.

### **6.7 Social Events**

6.7.1 Any Committee may propose occasional Social Events to the Meetings Committee or Council as appropriate.

### **6.8 Visits**

6.8.1 Summer Visits shall be arranged from time-to-time to institutions of scientific interest, not necessarily meteorological.

### **6.9 Commemorative Lectures**

6.9.1 Both the Symons and Mason Gold Medal Lectures shall be delivered in association with the award of the Medals, normally as part of a high-profile Society event, such as the AGM. The Society shall arrange the programme for the meeting in consultation with the Medal winner.

6.9.2 The Margary Lecture commemorates Mr I. D. Margary's gift to the Society in 1961. The Society shall aim to hold such a lecture as part of its normal National Wednesday or Saturday Meetings programme every one-to-two years. The speaker shall receive a Certificate.

### **6.10 Charges for Attending Meetings**

6.10.1 By arranging a variety of meetings the Society provides a forum for furthering knowledge, scientific understanding, professional or general popular education. In

recognition of this there shall normally be no charge for members or guests attending National Meetings. However, charges shall normally be levied if lunches or other such significant services are provided and paid for by the Society.

### **6.11 Payment of Expenses**

6.11.1 Because of the Society's charitable status and limited funds, it shall not normally expect to fund meeting participants, except as follows.

- Speakers and Organisers shall normally be offered lunch (or dinner) by the Society.
- Speakers shall not be charged any registration fee.
- If speakers cannot otherwise fund their attendance costs then the Society shall consider whether to do so on a case-by-case basis. The Chief Executive in consultation with the Chair of the Meetings Committee (as required) shall take the final decision.

### **6.12 Meeting Budgets**

6.12.1 The funding for the Society's Meetings Programme shall be considered each year as part of Council's normal budget round.

### **6.13 Guidance to Meeting Organisers**

6.13.1 All those who have agreed to organise and who are otherwise involved in Meetings shall be sent a letter giving guidance on their responsibilities. This shall be kept under regular review by the Meetings Committee and made available on the Society's website.

### **6.14 Conferences**

6.14.1 Conferences run under the Society's name shall normally be organised by a Programme Committee (and a Local Organising Committee as required) and administered by the Society Secretariat. Conferences (with the exception of Student Conferences, which shall be subsidised as appropriate in order to reduce any increases to registration costs as practically possible) shall be planned at least to break even on a full-cost recovery basis and shall be based upon a comprehensive budget prepared by the Secretariat and agreed by Council. In any case where a deficit is anticipated, Council approval shall be given before expenditure commitments are made.

## **7. AWARDS AND PRIZES**

### **7.1 The Society Prizes**

7.1.1 The following Prizes shall be given in accordance with the terms laid down in By-Law 90 and the regulations laid down in Appendix 4:

Prize or Award	Frequency of Award
Symons Gold Medal	Biennial
Mason Gold Medal	Biennial (to alternate with the Symons Gold Medal)
Buchan Prize	Annual
Hugh Robert Mill Medal	Biennial
L F Richardson Prize	Annual
Adrian Gill Prize	Annual
FitzRoy Prize	Biennial
Michael Hunt Award	Biennial (to alternate with the FitzRoy Prize)
Society's Outstanding Service Award	Annual
Gordon Manley Weather Prize	Annual
Journal Editor Prizes (to include the International Journal of Climatology Prize, and Quarterly Journal Prize sponsored by Wiley-Blackwell)	Annual
The Innovation Awardfor	Biennial
The Vaisala Award for Weather Observing and Instrumentation (sponsored by Vaisala)	Biennial
Jehuda Neumann Memorial Prize (awarded by the History of Meteorology & Physical Oceanography Special Interest Group)	Biennial

7.1.2 Details of the awards to be made in the following year shall be put before Council, and Councillors shall be invited to make nominations by the closing date.

7.1.3 If an Award is shared, each recipient shall receive a certificate and the full benefit of the award or prize.

7.1.4 If as a consequence of making an award the recipient is in receipt of life membership of the Society for a second time, then, except in the circumstances where Honorary Fellowship is being awarded, the Awards Committee shall offer instead a cash award that shall not exceed the amount of the largest cash prize of the Society.

## 7.2 Bursaries

7.2.1 The Society shall make available each year an amount of money in accordance with By-Laws 93 to 96. Particular consideration shall be given to providing support to young scientists or those practising meteorologists without a host institute. Awards from this fund shall not normally be made to any applicant who has not been a member of the Society for at least one year prior to the date on which their application is received by the Society.

7.2.2 The decision on funding shall be taken by the Chief Executive.

## 7.3 The Rupert Ford Memorial Fund

7.3.1 In addition to the Society's own funds it shall administer the Rupert Ford Memorial Fund on behalf of the Ford family. This fund shall be held in a separate bank account and is not part of the funds of the Society. The Chief Executive shall be responsible for arranging a peer review of each proposal for funding under this scheme, and for allocating funds to ensure that the fund shall be able to continue for the foreseeable future.

7.3.2 The regulations for making travel awards from the Rupert Ford Memorial Fund are given in Appendix 5.

## **8. MEMBERSHIP**

8.1.1 Members of the Society shall sign a form which indicates that they agree to be governed by the Charter and By-Laws and that they will advance the objects of the Society.

8.1.2 Fellows agree to abide by the Fellows Code of Conduct shown in Appendix 7.

8.1.3 Corporate Members shall sign a form indicating agreement to be governed by the Charter and By-Laws of the Society and give a commitment to advance the objects of the Society.

## **9. ADMINISTRATION**

### **9.1 Finance – Funds**

9.1.1 Financial transactions required for the execution of the main functions of the Society shall be accounted for under the General Fund of the Society. The Legacies Fund has been formed to finance certain activities as defined in the By-Laws.

9.1.2 Separate financial records shall be kept for the General Fund and the Legacies Fund. Transactions in both Funds shall be summarised in the Annual Accounts.

### **9.2 Finance – Records**

9.2.1 The following records shall be kept by the Chief Financial Officer, under the guidance of the Chief Executive and under the scrutiny of the Treasurer.

- Sales, purchase and nominal ledgers to contain all the financial transactions of the Society. These shall be available to be examined periodically by the Treasurer, and income and expenditure statements and forecasts shall be provide for meetings of Council and, as appropriate, its Committees.
- Salary records to contain details for all staff of payments of wages or salaries, discretionary bonuses, income tax deductions, national insurance deductions, pension scheme contributions, annual leave, and any other payment to or deductions from staff.
- Register of members by membership number in which subscriptions are detailed.
- Register of investments recording transactions and dealings therein, dividends therefrom, and other relevant information.
- List of all members paying by Direct Debit.

9.2.2 All or any of these records should be kept in a form acceptable to the Society's auditors.

9.2.3 The Securities and Deeds of the Society, including insurance policies, shall be deposited in a deed box with the Society's bankers in the Society's name.

### **9.3 Finance – Purchases and Payments**

9.3.1 Payments made under petty cash shall be limited to items under £100. A cash float of such amount not exceeding £250 as is authorised by the Chief Executive shall be held by the Membership Secretary for this purpose. Cash floats to be used at Society events shall be funded from the petty cash float where possible.

9.3.2 Except for the transfer of monies between the Society's deposit and current accounts, which may be necessary for the efficient management of the Society's affairs, the

use of the Society's credit cards within the stipulated credit limits and for the payment of small office expenses, no money shall be withdrawn from any of the Society's funds without the authority of the Treasurer. Any cheque or other financial instrument over £10,000 other than a credit or debit card authorisation drawn on the Society's bank accounts must bear two authorised signatures and no cheque or other financial instrument or instruction to pay may be signed by the payee named upon it. The Society shall maintain a current account and a deposit account for which the authorised signatories shall be: the President, the Treasurer, the General Secretary, the Chief Executive and the Chief Financial Officer. The Treasurer may delegate to the General Secretary authority to act in his absence in respect of the requirements of these Standing Orders.

9.3.3 The Society shall establish and hold up to three credit and/or debit cards, each with a credit limit not normally exceeding £10,000 for the payment of expenses such as travel tickets, office materials and software which are best obtained over the internet or from local retail suppliers. The cards shall be in the names of the Chief Executive, Head of IT and Technical Services and the Private Secretary to the Chief Executive, or such other names as Council may, on the recommendation of the Chief Executive, direct. All transactions made with them shall be scrutinized by the Treasurer and Chief Executive retrospectively. The cards shall be used for business purposes of the Society only and the withdrawal of cash through the use of the cards is prohibited.

9.3.4 Orders for goods to be supplied or work to be executed for the Society shall normally be given on the Society's order form.

9.3.5 All purchase invoices shall be authorised for payment by the Chief Executive, or an appropriate member of staff authorised by the Chief Executive. The Chief Financial Officer shall arrange payment of accounts as they fall due. Payment of duly authorised invoices should not normally be delayed for more than 30 days from the invoice date.

9.3.6 Payments to the Society shall be acknowledged by an official receipt form only if requested.

#### **9.4 Finance – Subscriptions**

9.4.1 Members whose subscriptions are in arrears shall be notified by the Membership Secretary, or any person acting on their behalf, as and when necessary, usually early in the year. They should be reminded of By-Laws 37 and 38. A list of members who are two years in arrears shall be laid before Council at the first appropriate opportunity.

9.4.2 New members shall not receive publications until subscriptions have been paid. Existing members who have not paid shall not receive *Weather* or any other of their requested Journals after February. Members, in the context of this sub-paragraph, include Associate Fellows, Fellows and Corporate Members.

9.4.3 Subscriptions shall fall due on the 1st of January each year. Those elected to membership at any time during the year shall pay a subscription *pro rata* (calculated in whole months and rounded down) for the remainder of that year.

#### **9.5 Finance – Travel**

9.5.1 Members and staff who travel on Society business shall travel by the most economic arrangements available, consistent with meeting the Society's business objectives and Corporate Responsibility Programme.

9.5.2 Rail journeys shall normally be second class. In exceptional circumstances, the Chief Executive may authorise first class rail travel on a case-by-case basis. Such authority shall not be given unless the single journey is expected to take four hours or more. Similarly those who use their own vehicles for authorised travel on Society business may claim

mileage allowance at the prevailing rate in accordance with the Corporate Responsibility Programme. They are, however, responsible for their own insurance and in particular for ensuring that they are covered for such use. Those using vehicles in this way are encouraged to take others as passengers (if this is appropriate) to save travel expenses.

9.5.3 Air travel at other than economy class (or equivalent) shall only be permitted with the express authority of the Chief Executive.

9.5.4 The cost of taxis may be reimbursed against receipts for short journeys involving the transfer of heavy baggage necessarily carried on Society business, or for safe travel of Society staff, or when returning home following late working on Society business, or where time is of the essence, or for transfer from airports to hotels where there is no reasonable public transport alternative.

9.5.5 Where long distance travel is required, the cost of a first-class overnight sleeper or a night in an hotel of appropriate standard may be reimbursed.

9.5.6 When agreed in advance by the Chief Executive (or the Chair of Meetings Committee in the case of visiting lecturers to Society meetings) and on the production of appropriate receipts, reasonable out-of-pocket expenses for accommodation and meals may be reimbursed to members and staff who are required to work away from the Society Offices.

9.5.7 The Treasurer shall consider for approval any requests in the absence of the Chief Executive or if the request is being made by the Chief Executive. No person may act as an authority for their own travel in this regard.

## **9.6 Finance – Miscellaneous**

9.6.1 The President shall be entitled to an allowance of up to £500 *per annum* to be spent at their discretion on Society business.

9.6.2 No land or buildings shall be sold except with the approval of Fellows at a General Meeting (By-Law 83) of the Society, having first been discussed by a meeting of Council.

9.6.3 Balances of all funds, which it is expected shall not be required in the near future, may be transferred to the Society's Investment Manager for investment in accordance with the Society's investment policy, shall be kept under review by the House Committee.

## **9.7 The Establishment of Staff**

9.7.1 The Chief Executive shall keep the staff structure of the Secretariat under review and make recommendations for changes as required to Council for approval, via the House Committee and the Salary and Remuneration Committee as appropriate.

9.7.2 Each member of staff shall have a Job Description that clearly defines their responsibilities. The Chief Executive's responsibilities, which form part of their Job Description is given in Appendix 1.

9.7.3 The Chief Executive and the General Secretary shall agree the process for the appointment of all new permanent and contracted staff.

9.7.4 Where the appointment of staff is additional to the Society's complement of posts, then this shall require Council approval, following review and recommendation by the House Committee and the Salary and Remuneration Committee as appropriate.

10.6.5 The Chief Executive will be solely responsible for engaging consultancy support to the work of the Society, where this lies within the delegated budget. Outside of this delegation, the Chief Executive shall seek the support of the Treasurer and the General

Secretary in the first instance, and if appropriate the Council.

## **9.8 Terms and Conditions of Employment for Staff**

9.8.1 The Society shall make every effort to act as a good employer to its staff, and shall have appropriate policies and procedures in place that are there to promote best practice and help guide staff as part of their day-to-day activities.

9.8.2 All of the Society's staff shall be provided with a written contract that satisfies the relevant Employment Acts and embodies the provisions laid out in policies kept under review by the House Committee. The contract shall clearly state the date of commencement of employment and completion of employment if appropriate, the hours of employment, the annual leave entitlement, the starting salary and salary review arrangements and entitlement to pension payments. Other terms and conditions specific to a post and those concerned with matters such as disciplinary procedures (including appeals procedures) shall also be recorded or referred to in the contract.

9.8.3 All newly engaged staff are required to serve for a probationary period of between three and twelve months, as determined by the Chief Executive, before their appointment can be confirmed. Society contributions to pension arrangements shall commence on confirmation of the appointment following successful completion of the period of probation.

9.8.4 Staff shall be subject to such rules and orders as shall from time-to-time be made or given by Council, the Chief Executive being responsible for notifying staff of such rules and orders. Staff required to work in excess of the stipulated hours are entitled to take of time *in lieu*. The appropriate Line Manager shall certify the need for such attendance.

9.8.5 Apart from in exceptional circumstances to be approved by the Treasurer and the General Secretary, staff shall not be entitled to be paid *in lieu* of any leave entitlement.

9.8.6 Although there is no fixed retirement age in the UK, the retirement age of the Society's staff shall normally be at a minimum age of 65. However, employees may continue on beyond this age and their request to do so shall be considered in line with current Employment Law guidelines.

## **9.9 Staff Remuneration**

9.9.1 Each post is assessed against comparable posts in local commerce and by the use of such comparators as the Foundation for Science and Technology's annual salary report for Learned and Professional Societies and considering current and predicted inflation pressures. Salaries are set and reviewed annually by the Salary and Remuneration Committee (whose Terms of Reference are provided at Appendix 2) following a recommendation by the Chief Executive. That Committee's recommendations are then made to the House Committee and then to Council as part of the budget approval process.

9.9.2 Salaries are normally paid by BACS transfer, or occasionally by cheque, in time for them to be available to staff on the last working day of each month.

## **9.10 Other Employment Details**

9.10.1 Other employment details including, not exclusively, pension arrangements, pay during illness, leave entitlement, disciplinary procedures, maternity and paternity pay and job descriptions are described in the Society's Policies and Procedures, which are kept under regular review by the House Committee on behalf of Council.

## **9.11 Office Procedures**

9.11.1 The Society's offices shall normally be open, except on Public Holidays, from 9am to 5pm from Mondays to Fridays, inclusive.

9.11.2 All correspondence and records, including electronic correspondence in the form of e-mail, shall be filed under appropriate headings to ensure easy reference to any item, and an up-to-date list of the files shall be kept, in line with the Data Protection Act. Notices of Meetings shall be sent to such journals and societies as seem appropriate and posted on the Society website.

9.11.3 The originals of all contracts entered into by, or on behalf of, the Society shall be kept in secure storage by the Chief Financial Officer and an up-to-date register of contracts, policies and procedures shall be kept under review by the House Committee.

9.11.4 All contracts shall be reviewed periodically and the Chief Executive shall initiate such re-negotiation of them as is from time-to-time necessary. The normal process for the renewal of contracts shall be through an open tender with a minimum of three bids invited.

9.11.5 The Chief Executive shall be responsible for ensuring that appropriate fees are negotiated and promulgated for both Advertising and the use of material for which the copyright is held by the Society. This shall be governed by the Advertising Policy and the Copyright Policy, which shall include current charging rates and shall be kept under review by the House Committee.

9.11.6 The Charter and the Common Seal of the Society shall be kept in a locked container whose key shall be safeguarded by the Chief Executive or the Chief Financial Officer.

9.11.7 Many of the Society's records, books and pamphlets are held in the National Archives (either in England and Wales or in Scotland) on terms stated in the respective Memorandum of Understanding, a copy of which is held in a file by the Society. Council may appoint an Honorary Librarian to deal with any Library and Archive matters. The Society's Archive Policy shall be kept under review by the House Committee.

9.11.8 From time-to-time the Society shall publish an Obituary for notable Fellows and, exceptionally, other prominent meteorologists or supporters of the Society. The Guidelines for producing Obituaries are given in Appendix 8.

9.11.9 The future schedule of dates for inserts into *Weather* and on the Society's website is laid out in Appendix 9.

## **9.12 Insurance**

9.12.1 There shall be theft, fire and other natural hazards policies in respect of the building and its contents and holdings, and either as a part of that policy or by a separate instrument there shall also be suitable insurance against the extra cost of operating the Headquarters in the event that the premises are rendered wholly or partly un-useable by such hazards.

9.12.2 The stock of the Society's Library held outside the National Meteorological Library and Archives shall be adequately insured against loss or damage by fire.

9.12.3 The material held in the National Archives is to be regarded as irreplaceable and therefore beyond any measurable intrinsic value. It shall not therefore be separately and explicitly insured.

9.12.4 A travel insurance policy shall be put in place to cover all staff travelling on Society business.

9.12.5 A suitable public liability insurance shall be maintained to indemnify the Society and its staff and members acting in a voluntary capacity against claims from any member of the public which may arise from or during the course of any of the Society's activities.

9.12.6 A Trustee and Trust Indemnity Policy shall be maintained.

9.12.7 An Employer's Liability Policy shall be maintained in respect of the staff and a certificate of such insurance shall be displayed on the Society notice board.

9.12.8 All insurance policies shall be kept under regular review by the House Committee. The Chief Executive shall at all times ensure that adequate insurance, consistent with these Standing Orders, is maintained.

## **10. PROFESSIONAL ACCREDITATION**

10.1 The principal matters related to the Society's Accreditation programme are contained in the Society's By-Laws (numbers 11 and 31). Within the framework of these By-Laws there are specific practices that the Society operates:

10.1.1 The Society recognises the significant value in providing support to those on career breaks from their professional work in meteorology, in order to allow them to remain connected with their professional background. With this in mind the fees for Chartered Meteorologist (CMet) and Registered Meteorologist (RMet) will be reduced to 50% for all those on career break from meteorology of 5 years or less. A CPD submission of sufficient standard will still be required by the Society in this period, but due consideration will be given to the limited opportunities that people on career breaks have to maintain the same level of Continuing Professional Development (CPD) as those in full-time occupation. Those on a break longer than 5 years will be required to attend a professional interview (CMet) or Work Place Assessment (RMet) to confirm that they have sufficiently maintained their professional competence before full accreditation will continue.

10.1.2 From time-to-time people are seconded into organisations from outside of the UK to work as a meteorologist. There is a process in place to recognise professional qualifications and competencies gained in other countries through the International Qualifications Framework (see, for example, in Europe Article 52 of Directive 2005/36/EC on Professional Qualifications) and this should be used wherever possible. In cases where this does not apply, the Society will look to accredit these individuals through its own processes as it would for a UK meteorologist, noting that the jurisdiction of such accreditation is limited to the UK and those countries that recognise this through their signature to the international agreements of professional recognition.

10.1.2 In addition to awarding the titles 'Chartered Meteorologist' and 'Registered Meteorologist', the Society may also from time-to-time award other professional qualifications under license from a third party organisation as laid out in By-Law 31(f). The Qualifications and their operational practices will be defined within these Standing Orders.

10.1.3 As well as accrediting people the Society also accredits courses. This process recognises courses that fulfil the requirements for core content as laid down under the Society's Chartered Accreditation Schemes.

10.1.3 A self-evaluation form is used in order for the Institutes to prepare the documents for the Society. New courses are required to complete a full review. At the time of any review the review renewal date (when accreditation expires) is made clear to the relevant Institute, and an offer is made to provide a member of the Accreditation Board to take part in any internal course review.

10.1.4 If a course is had not changed by more than 20% since its last review, then the Institute can inform the Society and request another period of accreditation without the need to complete a full review.

## **11. OTHER WIDER SOCIETY ACTIVITIES**

11.1.1 In delivering its core mission, the Society shall occasionally take on additional ventures that require their own governance framework. Any such ventures shall remain within the ownership of the Society whilst they are associated with the Society and its core business.

11.1.2 Any governance structures that are put in place must comply with the relevant Company and Charity legislation and have a governing body that is appointed by and responsible to Council. This body may put in place its own policies, procedures and practices in order to operate autonomously, but it shall not put in place any policies, procedures or practices that are at odds with the practice or spirit of Council's governance framework. In any instances where there is a variance between these policies, procedures and practices that call into question decision-making processes then Council's governance framework shall prevail.

## **APPENDIX 1 – ROLE DESCRIPTIONS FOR THE VICE-PRESIDENTS, TREASURER, GENERAL SECRETARY AND CHIEF EXECUTIVE**

### **The VICE-PRESIDENTS**

The Vice-Presidents of the Society play an important role in helping to shape the strategic direction of the organisation. They shall undertake duties as requested by and agreed with the President or Council as the need arises, and more specifically:

- one Vice-President shall be nominated to Chair the Strategic Programme Board and one to serve on the House Committee;
- those Vice-Presidents not involved with the Council Committees shall take ownership of at least one of the Society's strategic initiatives on behalf of Council – this may involve participating in a project team established to deliver this initiative.

In addition to the specific roles defined here, Vice-Presidents shall be entitled to take up membership of whichever of the Society's committees they may wish to become involved with.

### **The TREASURER**

The Treasurer plays a key role as one of the senior Officers of the Society in helping to shape and develop the future direction of the organisation. The main duties of the Treasurer are outlined as follows:

- keep under review through the House Committee, for the purposes of audit, all financial and contractual commitments of the Society, which entails membership of the House Committee, the Strategic Programme Board and the Salary and Remuneration Committee;
- take responsibility for agreeing the Chief Executive's financial delegations on behalf of Council and, as appropriate, authorise on behalf of Council any capital operational expenditure items that exceed the Chief Executive's financial delegations;
- on behalf of the House Committee, oversee the Headquarters work on the preparation of the Annual Accounts and take specific responsibility for overseeing the policies and practices related to the Society's Investments that are implemented by the HQ team;
- be the principal cheque signatory for the Society.

In addition to the specific roles defined here, take up membership of whichever of the Society's committees they may wish to become involved with.

### **The GENERAL SECRETARY**

The General Secretary plays a key role as one of the senior Officers of the Society in helping to shape and develop the future direction of the organisation. The main duties of the General Secretary are outlined as follows:

- be the person responsible for all of the Society's non-executive staff issues and be the point of appeal for staff on matters of grievance;
- chair the Salary and Remuneration Committee;
- chair the Membership Development Group;
- chair the House Committee and oversee matters relating to the House Committee's Terms of Reference not covered by the Treasurer;
- attend the Strategic Programme Board representing projects that would come from changes in policy or procedures made at the House Committee;
- be one of the cheque signatories for the Society.

In addition to the specific roles defined here, take up membership of whichever of the Society's committees they may wish to become involved with.

## The CHIEF EXECUTIVE

This role is central to the work of the Society. Working closely with the President and other Officers of the Society, the Chief Executive shall work with the Council of the Society to give vision, direction and leadership to its programmes of work.

### Responsibilities of the role

Leading and managing the organisation.

Work with the Council and its Committees to develop both the Strategic and Business Plans and ensure the strategic development of the Society's programmes of work.

Lead implementation of the Plans and the setting of appropriate targets and reviewing progress to create an effective organisation capable of delivering high quality, sustainable programmes of work which contribute towards our the mission and objectives of the Society.

Develop operating policies, procedures and practices to ensure programmes and activities are implemented responsibly, effectively and efficiently and are compliant with the Society's governance requirements.

Lead and manage the staff team to enable them to maximise their personal contributions and conduct annual appraisals against agreed personal objectives.

Undertake the role as the Society's Accounting Officer and the Secretary to the Accreditation Board.

### External Relations

Work alongside others such as the President in representing the outward face of the Society and enhance the Society's impact and profile with all key audiences and stakeholders.

Lead the Society's policy and advocacy activities including maintaining and developing relationships with relevant Government departments in the UK and Brussels, with parliamentarians, and with other significant decision-makers;

Develop and maintain strong and effective working relationships with other Member Bodies, key delivery partners, and other relevant stakeholders.

### The Membership

Work to grow and develop the membership and reach of the Society and ensure that the organisation is delivering significant benefit to all of its Members.

Develop opportunities for enabling Members to become involved in the delivery of the Society's programme of work and to share their enthusiasm and interests with others.

## **APPENDIX 2 – TERMS OF REFERENCE OF THE COMMITTEES OF COUNCIL**

Below are the Terms of Reference for each of the Society's main Committees. In addition to their work each Committee shall provide a contribution to the Society's Annual Report.

### 1. The Awards Committee

Purpose:

The Awards Committee shall review nominations on behalf of Council and make recommendations, with supporting information including biographies and citations (of no more than 100 words), to the February Council in connection with the Prizes (set out in Appendix 4), Honorary Fellowship, and other Awards and Prizes as may be referred to it from time-to-time.

Specific responsibilities include:

Making recommendations to Council about nomination received from:

- the membership and from Journal Editors for prizes;
- the Chief Executive and others for the Society's Outstanding Service Award;
- the Editor of Weather, in discussion with the Weather Board, the recommendation for the Gordon Manley Weather Prize.

Making recommendations to Council about any proposals for:

- new Awards or changes to existing Awards and Prizes;
- election to Honorary Fellowship of the Society.
- Making recommendations to Council about any nominations for Awards and Prizes that are awarded by other bodies.

Membership:

The Committee shall be chaired by the President and have a Vice-President and the Journal Editors as part of its membership. The additional membership should comprise a small group of senior representatives from across the meteorological community who can provide support to the Committee in identifying suitable prize-winners from those nominated.

Schedule of Meetings:

The Awards Committee shall meet once a year ahead of the February Council meeting.

### 2. The Climate Science Communication Group

Purpose:

The Climate Science Communications Group was established by Council in the Autumn of 2011 (as part of the new Strategic Plan) to address what it viewed as an important and continuing need to more effectively communicate the science of climate change. The Group will report directly to the House Committee.

Specific responsibilities include:

The Society has a number of projects related to the communication of both weather and climate science to its wide stakeholder community. This includes the public, policy makers, school children and other scientists. This Group will:

- review the climate communications work being undertaken as one single coherent programme;
- identify potential collaborators and partners for the Society in delivering this communication programme;
- help to give direction and focus to the programme; and

- identify when projects should be stopped and when new initiatives are required to meet specific needs.

#### Membership:

The Chair of the Group shall be appointed by Council, and its membership drawn from across the cross section of Society representatives and stakeholders. The membership shall normally be appointed for a period of 3 years by consultation between the Chair of the Group and the Chief Executive of the Society.

#### Schedule of Meetings:

The Group will meet once a year ahead of the House Committee, and additionally if required, in order to review the programme for the coming year.

### 3. The Education and Outreach Committee

#### Purpose:

The Committee shall be responsible for developing the Society's educational and outreach strategy, and oversee the development and execution of the Society's programme of work on promoting meteorology amongst the general public and in primary and secondary school education.

#### Specific responsibilities include:

- Overseeing the Society's current educational activities including:
  - Maintenance of the Ambassador programme
  - Promotion of fieldwork through the schools' instrument programme;
  - Support and Training for teachers and trainee teachers;
  - Content development and review for the Society's flagship education website, 'Metlink';
  - Development of strategic partnerships with others involved in education.
- Overseeing the society's current outreach activities including:
  - theWeather Club.
  - Responding to Government and Exam Board consultations.
  - Keeping under review the development and effectiveness of the Society's education activities as detailed in the education and outreach plan.
  - Contribute to the Society's strategic plan.

#### Membership:

The Committee shall seek to have broad representation from education specialists, teachers and representatives of partner organisations that also have an interest in meteorology in the curriculum, such as (but not exclusively) the Met Office, the Institute of Physics, The Geographical Association and the Royal Geographical Society.

#### Schedule of Meetings:

The committee shall meet at least twice a year.

### 4. The House Committee

#### Purpose:

The Council sets the strategic direction of the Society and is responsible for taking decisions about the introduction of new policies, procedures, investments and development of the executive function of the Society, termed collectively, 'General Activities'. The House Committee will report directly to Council and will review and develop, on behalf of Council, the key functions that underpin the General Activities of the Society in order to achieve the strategic aims. The House Committee will be responsible for:

- reviewing the policy for the Portfolio of Investments and proposing initiatives to maintain and enhance the Society's property and the related investment;
- ensuring that the appropriate policies (around staff, health and safety, diversity, equal opportunity, and discrimination), procedures and practices (relating to the Charter, By-Laws and Standing Orders), and Corporate Risk Register are in place and kept under regular review;
- receiving reports and recommendations from the Salary and Remuneration Committee;
- overseeing the development of the Society's IT systems and premises;
- reviewing the Society's commercial trading activities and arrangements;
- setting the framework for the development of the Society's Membership and overseeing matters related to subscriptions;
- overseeing the policy and practice with respect to the Society's archives and all external bodies to which the Society is a Corporate Member;
- overseeing the Society's internal and external communications programme of work (including the Society's website);
- overseeing the Society's internal audits as directed by Council or initiated by itself;
- ensuring that the Society's external Audit, the return to the Charity Commission and the Trustee responsibilities are discharged.

Membership:

The Committee will be chaired by the General Secretary and will also include the Treasurer, a Vice-President, and a member of Council. The Chief Executive and the Chief Financial Officer will also attend meetings. Chairs of Committees and other members of staff will be invited to attend on an ad hoc basis as the programme of work requires.

The House Committee will be quorate when 50% or more of its membership is present.

Schedule of Meetings:

The Committee shall meet twice a year ahead of June and October meetings of Council, and additionally if required.

## 5. The Meetings Committee

Purpose:

The role of the Meetings Committee is to help facilitate and guide the organisation of diverse, high-quality Society Meetings aimed at furthering knowledge, scientific understanding, professional or general popular education, in line with the Society's mission.

Specific responsibilities include:

- Overseeing the organisation of the Society's National and Student Conferences and from time-to-time recommending additional occasional major conferences on a case-by-case basis.
- Putting together a programme of National Wednesday and Saturday Meetings that span the broad interests of the membership, ensuring that at least two each year are outside of London. Where possible the Committee shall look to encourage joint meetings and events with other like-minded organisations or partners.
- Helping with the organisation of occasional Summer visits.
- Ensuring that the Society holds the Margary Lecture, the Mason Gold Medal Lecture and the Symons Gold Medal Lecture, as appropriate.
- Publishing and maintaining Meeting Guidelines, with instructions to meeting managers, organisers, rapporteurs and speakers.
- Appointing a member or other person to act as co-ordinator for any meeting of the Society.
- Monitoring the success of meetings and the number of attendees.
- Liaising with Special Interest Groups and Local Centres. These Groups and Centres shall be represented ex-officio on the Committee by persons nominated by their respective committees.
- In addition the Chair of the Committee and the Chief Executive shall together consider applications for grants to assist members of the Society attending conferences, courses and the like. This shall be kept under review by the Committee.

Membership:

In order to fulfil its role the Committee shall have representatives from across the meteorological community who can represent the interests of likely groups of attendees. This Committee shall have as part of its membership a representative from the student community. A representative from each of the Local Centres and Special Interest Groups shall also be invited to attend as ex-officio members.

Schedule of Meetings:

The Committee shall meet at least three times per year.

## 6 The Membership Development Group

### Purpose:

The Society provides its wider charitable benefits to all. Within this, the development of benefits to members is an important part of its programme of work. The Membership Development Group has been established to oversee this work and to ensure that the Society is focusing on those aspects that will grow and develop the membership base, ensure that they are fully engaged with the work of the Society, and that the Society is maximizing its opportunities to deliver its charitable objectives. The Group will report directly to the House Committee.

### Specific responsibilities include:

- ensuring that the membership categories continue to be appropriate for the work of the Society;
- a regular review of membership benefits by category;
- overseeing the introduction of changes to these benefits to maximise membership benefit and engagement;
- a regular review of the Society's marketing and communications programme; and
- ensuring activities are in place to help retain and also grow membership, in line with the Strategic Plan targets.

### Membership:

The Group will be chaired by the General Secretary of the Society, or an alternate appointed by Council as appropriate. The membership shall normally be appointed for a period of 3 years by consultation between the Chair of the Group and the Chief Executive of the Society. The Group shall normally not exceed 6 members and these will look to reflect the diverse membership and stakeholder community of the Society.

### Schedule of Meetings:

The Group will normally meet twice a year ahead of the June and October House Committee, and additionally if required.

## 6. The Professional Accreditation Board

### Purpose:

The Professional Accreditation Board shall be responsible for helping to shape and keeping under review the delivery of the Society's strategy in respect of professional qualifications and certification. It shall advise Council of any action or decision to be taken in the discharge of its responsibilities as the Statutory Body and Regulating Authority for Meteorology in the UK under the provisions of European Union's Directive 2005/36/EC on Professional Recognition (which builds on EC Directives 89/48/EEC and 92/51/EEC, and their associated Statutory Instrument SI 2002/2934).

The Board is responsible to Council for the management of the Chartered Meteorologist (CMet) accreditation scheme, the Registered Meteorologist (RMet) accreditation scheme, the supervision of the Vocational Qualifications in Meteorology, and applications for transfer or election to Fellowship of the Society.

### Specific responsibilities include:

- Maintaining standards which, whilst providing no guarantees, shall reassure that individuals have reached and are maintaining an appropriate level of knowledge, experience, skills and competencies. For CMets and RMets such evidence shall consist of a record of Continuous Professional Development (CPD) which all CMets, RMets and accredited Fellows shall be required to maintain in a form set out by the Board, for Fellows it shall be the possession of an appropriate degree level

qualification together with the requisite professional experience as set out in the Regulations for Fellowship.

- Encouraging appropriate applications, nationally and internationally, including from those working in fields closely related to meteorology who must nevertheless give evidence of an adequate level of knowledge of meteorology and its current best practice.
- Putting in place a process to scrutinise applications for Fellowship applications on behalf of Council.
- Ratifying the recommendations of interview panels for CMet applications (interview panels shall be held in person except in exceptional circumstances), work place assessment panels for RMet applications and recommending to Council the accreditation to CMet or the election to Fellowship (or both) as the case may be, those who the Board are satisfied meet the requirements for these accreditations.
- Gaining experience of and recognising academic and training courses through a Course Evaluation Panel which can provide a stepping-stone to the qualification CMet. Such courses would normally be reviewed on a 5-yearly basis unless otherwise determined by the Accreditation Board.
- Monitoring the annual renewal of CMet and RMet seeking fresh evidence for the continuation of individual accreditations through the examination of personal Continuing Professional Development (CPD) records at two-yearly intervals or more frequently at the discretion of the Board.
- Recommending to Council, action to be taken against any accredited CMet or RMet who does not provide, when requested to do so, adequate evidence of CPD.
- Referring to Council, who shall appoint an Appeal Committee, appeals received against accreditation decisions.
- Maintaining links with the relevant Government Departmental Bodies through representation on relevant bodies.
- Overseeing the activity and performance of the Society's Awarding Body and Assessment Centres through the Vocational Qualifications Group for Meteorology, and helping to shape the development of future vocational qualifications.

#### Membership:

Board membership should comprise a balance of specialities from across the meteorological community and include members with interests relevant to both CMet, RMet and the Society's vocational qualifications as part of the Qualifications and Credit Framework (QCF). The Chair of the Society's Course Evaluation/Continuing Professional Development Panel shall be a standing member and the Chair of the Vocational Qualifications Group for Meteorology shall be an ex-officio member of the Accreditation Board.

#### Schedule of Meetings:

The Accreditation Board shall meet twice a year ahead of the June and October Council meetings.

### 7. The Salary and Remuneration Committee

#### Purpose:

The Salary and Remuneration Committee shall report to the House Committee and shall oversee all matters concerning salaries and remuneration.

#### Specific responsibilities include:

- Recommending changes to the Staff Pay Policy and salary payments in line with the policy.
- Providing administrative oversight of the Society's bonus scheme.

- Reviewing the Job Evaluation of any new or significantly changing roles within the Society (including salary bands) and making recommendations to the House Committee.
- Keeping under review: staff benefits, including pension provision; the employment of temporary and casual staff; and, ad hoc or ex gratia payments made by the Society.

Membership:

The Committee shall be chaired by the General Secretary and shall also include the Treasurer, the Chief Executive and the Chief Financial Officer (who shall also be the secretary to the Committee). The Chief Executive and Chief Financial Officer shall not be present during issues related to the discussion of their salary or remuneration.

Schedule of Meetings:

The Committee shall meet once a year ahead of the October meeting of Council, and additionally if required.

## 8 The Scientific Publishing Committee

Purpose:

This Committee's main purpose is to advise Council on scientific publishing matters, and to oversee the direction of the Society's scientific publishing and the delivery of its strategic objectives, on behalf of Council.

Specific responsibilities include:

- Seeking to develop and optimise the scientific publishing strategy of the Society.
- Scrutinising and auditing the performance of the Society's Publishers and the review and re-tendering of any publishing contracts.
- Harmonising the arrangements for producing the journals, finding improvements in efficiency and quality wherever possible.
- Overseeing the Editorial Boards of the Society's journal and book programmes.
- Keeping under review and advising Council on all matters relating to copyright and plagiarism in the Society's journals.

Membership:

The Committee shall comprise the Journal Editors and any additional members that the Chair feels appropriate from time-to-time to advise and support the Committee in its programme of work.

Schedule of Meetings:

The Committee shall normally meet annually with the option to meet a second time during the year if required. These meetings shall be in addition to the publishing contract review meetings held twice a year between the Society's Publishers, the Chief Executive, the Chief Financial Officer and the Chair of the Committee.

## 9 The Strategic Programme Board

Purpose:

The Council sets the strategic direction of the Society and is responsible for taking decisions about new development activities that will deliver the long term objectives of the Strategic Plan. The Strategic Programme Board will report directly to Council and will oversee the development of initiatives to support the achievements of the Society's strategic aims. The Strategic Programme Board will be responsible for:

- reviewing the Society's financial performance and proposing a budget to Council for approval;
- soliciting proposals for new strategic initiatives from the Society's membership and other stakeholders
- helping to review and develop investment cases for new strategic initiatives ahead of discussion at Council;
- bringing together an integrated programme of strategic investment initiatives, including topics brought forward from Council, the Strategic Programme Board itself, the Society's committees, the Chief Executive and the Society's membership, whilst taking account of the available finances;
- making recommendations to Council on large-scale strategic partnerships;
- ensuring that the benefits delivered from the Society's strategic investments are exploited throughout the work of the Society.

#### Membership:

The Committee will be chaired by a Vice-President and will also include the Treasurer, the General Secretary and a Member of Council. The Chief Executive and the Chief Financial Officer will also attend meetings. Chairs of Committees and other members of staff will be invited to attend on an ad hoc basis as the programme of work requires.

The Committee will be quorate when 50% or more of the standing members are present.

#### Schedule of Meetings:

The Committee will normally meet at least once a year ahead of the October meeting of Council as part of the budget-setting process, and additionally if required. The Committee members will liaise between meetings if new initiatives arise that require an immediate response.

## **APPENDIX 3 - LOCAL CENTRES AND SPECIAL INTEREST GROUPS**

### Local Centres

1. Local Centres shall be established as Branches of the Society, and exist, to further the defined aims of the Society. The Centres sanctioned by the Society are those defined in the list below. New Centres may be established subject to Council approval. Formal dissolution of a Centre is also to be determined by Council.
2. The Terms of Reference under which the individual Centres conduct their affairs are to be left to the individual Centres. The only obligations placed upon Centres are that they conduct their affairs in accordance with the principles of the Charter and By-Laws of the Society, the majority of its organising committee, including its Officers, are to be members of the Society, and that the Centre is to submit each year a written report of its activities and accounts to be incorporated in the Society's Annual Report.
3. Local Centres shall be entitled to an annual subvention from Society funds at a level to be set by the House Committee and approved annually by Council. If they hold cash they must do so in a bank account established for the purpose in the name of THE ROYAL METEOROLOGICAL SOCIETY "BLANK" LOCAL CENTRE (where "BLANK" is the name of the specific Centre) and the signature of at least two officers of the Centre shall be required to authorise cash withdrawals. All the assets of Local Centres shall ultimately vest in the Society.

### Special Interest Groups

1. Special Interest Groups shall be established as Branches of the Society and exist to further the advancement at a professional level of specific areas of meteorological science and knowledge which are of particular interest to their members. The Groups sanctioned by the Society are those listed in the list below.
2. The Terms of Reference under which an individual Group operates are left to the individual Group to determine, that it shall conduct its affairs in accordance with the principles of the Charter and By-laws of the Society, the majority of its organising committee, including its officers, shall be members of the Society, and it shall submit a written report of its activities and accounts each year to be incorporated into the Society's Annual Report.
3. Special Interest Groups shall not be entitled to any financial subvention from the Society and shall fund their own activities either on a case-by-case basis or through an annual subscription as they shall determine by resolution. If such a Group determines that it shall levy an annual subscription, and, or generates cash balances from charges raised for events it holds or otherwise, then it shall open a bank account in the name of the ROYAL METEOROLOGICAL SOCIETY "BLANK" SPECIAL INTEREST GROUP (where "BLANK" shall be the specific Group name) and shall deposit therein any surplus cash and ensure that the signature of at least two of the Group's officers are required to authorise withdrawals from the account. Any Group that holds cash in this way shall ensure that its Terms of Reference include the requirement for the holding of an annual general meeting of all its members at which all members shall have a vote on any resolution to be determined and that its officers are elected annually from among its members.
4. All the assets of such Groups shall ultimately vest in the Society and shall revert to the Society in the event of the Group's demise. Cash holdings surplus to medium term requirements should be transferred to the Society at the end of each financial year.

The following gives a list of all the Society's Special Interest Groups and Local Centres:

Special Interest Groups:

Atmospheric Chemistry  
Atmospheric Electricity  
Data Assimilation  
Dynamical Problems  
History of Meteorology & Physical  
Oceanography  
Meteorological Observing Systems  
Physical Processes  
Satellite Meteorology & Oceanography  
Weather Service Providers  
Weather, Arts & Music

Local Centres:

East Anglia  
East Midlands  
North East  
North West  
Scottish  
South East  
  
West Midlands  
Yorkshire

International Centres:

Kwame Nkrumah University of Science and  
Technology (KNUST), Ghana

## APPENDIX 4 – REGULATIONS FOR SOCIETY AWARDS AND PRIZES

The following table summarises the Society's Awards and Prizes and the awards made to the winners in respect of these. This is followed by a set of regulations for each of these Awards and Prizes, which should be taken in combination with this summary table.

Prize or Award	Award Made
Symons Gold Medal	Certificate & Medal
Mason Gold Medal	Certificate & Medal
Buchan Prize	Certificate & £600
Hugh Robert Mill Medal	Certificate & Medal
FitzRoy Prize	Certificate & £600
L F Richardson Prize	Certificate & £600
Adrian Gill Prize	Certificate & £600
Michael Hunt Award	Certificate & £600
Society Outstanding Service Award	Certificate & Life membership
Gordon Manley Weather Prize	Certificate & £325
Journal Editor Prizes (including the International Journal of Climatology and Quarterly Journal Prizes sponsored by Wiley-Blackwell)	Certificate (& in the case of the IJOC & QJ Prize £400)
Innovation Award	Certificate & £300
Vaisala Award for Weather Observing and Instrumentation	Certificate & £300
Jehuda Neumann Memorial Prize (awarded by the History of Meteorology & Physical Oceanography Special Interest Group)	Certificate, £50 & five years free membership of the History Special Interest Group
Honorary Fellowship	Certificate & Life membership

### Regulations for the Symons Gold Medal

1. The Symons Gold Medal shall be awarded for distinguished work done in connection with Meteorological Science.
2. The Medal shall, subject to the regulations following, be awarded biennially, and the Society shall arrange for the delivery of the Symons Lecture on a subject relevant to the work for which the medal is awarded.
3. In alternate years, at one of its regular Meetings, the Council shall take into their consideration the awarding of the Medal to whomsoever is recommended by the Awards Committee to receive it.
4. A detailed list of the qualifications of the person selected shall be recorded and read at the occasion of the presentation of the medal.
5. The Medal shall not be awarded unless two-thirds at least of the members of the Council present shall agree thereto. In the event of the requisite majority of votes not being obtained, the Medal shall not be awarded in that year.

6. In the event of no award being made at the time prescribed, it shall be in the power of the Council to make an award in the following year.

#### Regulations for the Mason Gold Medal

1. The Mason Gold Medal shall be awarded to a Fellow of the Society for outstanding contributions to the understanding of the fundamental processes that determine the variability and predictability of weather and climate.
2. The Medal shall, subject to the regulations following, be awarded biennially, and the Society shall arrange for the delivery of the Mason Lecture on a subject relevant to the work for which the medal is awarded.
3. In alternate years, at one of its regular Meetings, the Council shall take into their consideration the awarding of the Medal to whomsoever is recommended by the Awards Committee to receive it.
4. The Medal shall not be awarded unless two-thirds at least of the members of the Council present shall agree thereto. In the event of the requisite majority of votes not being obtained, the Medal shall not be awarded in that year.
5. A detailed list of the qualifications of the person selected to receive the medal shall be recorded and read at the occasion of the presentation of the medal.
6. In the event of no award being made at the time prescribed, it shall be in the power of the Council to make an award in the following year.

#### Regulations for the Buchan Prize

1. In order to commemorate the amalgamation of the Scottish Meteorological Society with the Royal Meteorological Society and in memory of Alexander Buchan, Scotland's foremost meteorologist, a prize termed the "Buchan Prize", shall be awarded annually.
2. The Prize shall be awarded to the author of the paper or papers contributed to the Society journals in the previous five years, which shall be adjudged by the Council to contain the most important original contribution or contributions to meteorology.
3. Papers published in other journals within the time prescribed may be considered, but only in support of authors who have papers of merit published also in the Society journals within the time prescribed.
4. The prize shall be confined to members of the Society. In the case of joint authorship the prize may, at the discretion of the Council, be divided and the certificate duplicated, even if one author is not a member of the Society.
5. No person shall be eligible for the prize a second time.

#### Regulations for the Hugh Robert Mill Award

1. The Hugh Robert Mill Medal shall be awarded for original research into the distribution of precipitation, or into the variation of precipitation in time at any place, or into precipitation either as a meteorological phenomenon, or in relation to climatology, agriculture, water supply, water power or other applications.
2. The Medal (in bronze) shall be awarded biennially.
3. The award shall not be confined to Fellows of the Society; no person shall be eligible for the award a second time.

#### Regulations for the L F Richardson Prize

1. The Prize shall be awarded annually for a meritorious paper which was published in a Society journal during the preceding four years, and was contributed by a member of the Society who in their early career in meteorology (*which we define as no more than 15 years into their career, excluding career breaks*) at the time of submission.
2. The Prize may be shared by co-authors but all must be eligible and the Prize may not be awarded more than once to the same author. The Prize shall only be awarded if a paper of sufficiently high quality has been published.

#### Regulations for the Adrian Gill Prize

1. In memory of Adrian Gill, and in recognition of his outstanding scientific contributions, a prize called the "Adrian Gill Prize" shall be awarded annually if appropriate.
2. The Prize shall be awarded to a member of the Society who has made a significant contribution(s), in the specified fields, and who has also been an author of a paper(s) in the Society's journals. The specified fields are those that interface between atmospheric science and related disciplines, thereby allowing the contributions to be referred to as "multi-disciplinary". These related disciplines include oceanography, hydrology, biogeochemistry, numerical methodologies, etc.
3. The period under consideration for this Prize shall be the five consecutive calendar years preceding the year of the award.
4. No person shall be eligible for the Adrian Gill Prize for a second time.

#### Regulations for the FitzRoy Prize

1. The Prize shall be awarded for distinguished work in applications of meteorology or related sciences, especially if published in Society journals. For this purpose, "applications" shall be defined as "scientific, technical, commercial and administrative aspects from the point of view of the end user". The main requirement is that the work is of use to meteorologists, users of meteorological products and those engaged in the dialogue between them.
2. The Prize shall be awarded biennially.
3. The Prize shall not be confined to members of the Society and no person shall be eligible for the prize a second time.

#### Regulations for the Michael Hunt Award

1. The Michael Hunt Award shall be made biennially to individuals for excellence in increasing the understanding of meteorology or its allied disciplines among members of the general public, including particular groups such as yachtsmen, schoolchildren, etc. The Award commemorates the achievements of Michael Hunt (1920-1985) who, as a TV weatherman, was able to communicate his enthusiasm for the subject to his viewers (Obituary in *Weather*, 40, 408, 1985).
2. In exceptional circumstances the award may be made to two individuals, whether for quite separate contributions or for a combined or related contribution.
3. The award shall only be made if a nomination of a sufficiently high standard is forthcoming. The prize is not confined to Fellows of the Society, and no person shall be eligible for the prize a second time.

#### Regulations for the Society's Outstanding Service Award

1. The award may be made annually for outstanding service to the Society by members or staff.
2. In exceptional circumstances the award may be made to two individuals, whether for quite separate contributions or for a combined or related contribution.
3. The award shall only be made if a nomination of sufficiently high standard is forthcoming and no person shall be eligible for the award a second time.

#### Regulations for the Gordon Manley Weather Prize

1. The Gordon Manley Weather Prize shall be awarded annually for an outstanding contribution to *Weather* in the preceding five years. The award commemorates Professor Gordon Manley (1902-1980) who was President of the Society in 1945-47 when *Weather* was launched in 1946, and who, as an author, was renowned for the many articles he wrote aimed at increasing the public understanding of the weather.
2. The Prize shall be awarded annually on the basis of an outstanding contribution to *Weather* judged in terms of the contribution of a single outstanding paper or several excellent papers, that have helped to further the public understanding of meteorology and oceanography, submitted within the five consecutive calendar years preceding the year of the award, or for outstanding service to *Weather* during the preceding five years.
3. The Prize shall be awarded to one individual normally but when appropriate may be awarded to co-authors. The Prize shall not be confined to Fellows of the Society. No person shall be eligible for the award a second time.
4. The Prize shall only be awarded if a nomination of sufficiently high standard is forthcoming.
5. In exceptional circumstances the qualifying period of five years may be extended (e.g. in recognition of an individual's outstanding contribution to *Weather* during their career).

#### Regulations for the Journal Editor Prizes

1. A prize termed the "Journal Editor Prize" shall be awarded annually for the Society's journals (excluding the International Journal of Climatology, which is dealt with separately).
2. The Prize shall be awarded to an individual or group of individuals who have made an outstanding contribution to the work of the journal and shall not be confined to members of the Society.
3. No person shall normally be eligible for the award a second time and in any case not within five years.

#### Regulations for the International Journal of Climatology Prize

1. A prize termed the "International Journal of Climatology Prize" shall be awarded annually. The Prize shall include a sum of money endowed by the Society's publishers.
2. The Prize shall be awarded to the author of a meritorious paper or papers, contributed to the Society and published in the *International Journal of Climatology* in any of the five consecutive calendar years preceding the year of the award, or for an individual who has made an outstanding contribution to the work of the journal.
3. The Prize shall not be confined to members of the Society. In the case of joint authorship, the Prize may, at the discretion of the Council, be divided and the certificate replicated.

4. No person shall normally be eligible for the award a second time and in any case not within five years.

#### Regulations for the Innovation Award

1. The award shall recognise people, projects or programmes within the academic, scientific or business communities who have made significant contributions to educating, informing or motivating organisations in their response to meteorological challenges, for example climate change or significant weather events. Materials and methods used should be innovative and audience appropriate. Evidence of the significance of the impact to the environment shall be required and ideally the person/project should be able to offer examples of where other organisations have adopted or replicated this innovation.
2. The award shall be made biennially.
3. The award shall not be limited to Society members and no one shall be eligible for the award a second time.

#### Regulations for the Vaisala Award for Weather Observing and Instrumentation

1. The award shall recognise people or teams from within the amateur community, academia or business who have made significant contributions to instrumentation or observing across the meteorological and related sciences (for example weather and climate observing, cloud physics, physical oceanography and atmospheric composition).
2. Specifically the award shall recognise an outstanding contribution in one of the following areas:
  - instrument development;
  - the collection and quality control of observations;
  - insight into observing the weather/climate;
  - meteorological field campaigns.
3. The Society's Special Interest Group on Meteorological Observing Systems would provide support to the Awards Committee in fostering nominations from the community for this award.
4. The award shall be made Biennial and is sponsored by Vaisala.
5. The award shall not be limited to Society members and no one shall be eligible for the award a second time.

#### Regulations for the Jehuda Neumann Memorial Prize

The Jehuda Neumann Memorial Prize commemorates the work of Professor Jehuda Neumann (1915-1993) on the relationship between weather and historical events.

The Prize shall be awarded biennially to the person whom the Committee of the Royal Meteorological Society's Special Interest Group for the History of Meteorology & Physical Oceanography (or delegated sub-committee) considers to have made the most outstanding contribution to the study of the history of meteorology or physical oceanography during the preceding five years. In exceptional circumstances, at the discretion of the full Committee, this qualifying period may be extended – to recognise, for example, an individual's outstanding contribution over a long period. The award shall not be confined to members of the Royal Meteorological Society or of the Group.

The Prize shall usually be awarded for published papers in the English language, or for an outstanding contribution or contributions to the Group's activities, during the preceding five

years. Exceptionally, the period may be extended to recognise long-term meritorious contributions.

Nominations for the award, with supporting reasons, should be sent to the Honorary Secretary of the Group by 31 July in even years. A decision shall be made by the Committee, or by a designated sub-committee of at least three persons nominated by the Committee.

The Prize shall be awarded only if the Committee is satisfied that a sufficiently high standard has been attained.

The Prize shall be presented at the Annual General Meeting or Awards Presentation of the Society next following the last day for nominations.

No person shall be eligible for a second award.

#### Honorary Fellowship

The Regulations for Honorary Fellowship are laid down in By-Law 12.

## **APPENDIX 5 - REGULATIONS FOR TRAVEL AWARDS MADE FROM THE RUPERT FORD MEMORIAL FUND**

1. The Rupert Ford Travel Award shall be made annually to an early career scientist (which we define as no more than 15 years into their career, excluding career breaks) who shows great promise.
2. The Award commemorates the brief but outstanding scientific career of Rupert Ford (1968-2001) in dynamical meteorology and oceanography. Rupert was also Secretary of the Society's Dynamical Problems Specialist Group. As described in the Obituary by M E McIntyre (Quarterly Journal, vol.127 no. 574, 2001), Rupert's travel as a young scientist to institutions such as Woods Hole and Scripps was a formative influence on his research. The Rupert Ford Travel Award is therefore intended to support opportunities of a broadly similar kind, for suitably outstanding candidates.
3. The Award is funded by a generous endowment from Rupert's family, friends and colleagues (the Rupert Ford Memorial Fund). It is administered by the Society but not restricted to Society members.
4. Nominations for the Award shall normally be made by senior academic colleagues, and shall be accompanied by some evidence of the work of the nominee. It is anticipated that nominees shall normally be in the later stages of a PhD studentship or in early stages of post-doctoral work. A more detailed specification of the nomination requirements shall be advertised with the call for nominations.
5. The supporting evidence of nominees' work may be drawn from any area of meteorology or physical oceanography. If nominations are deemed equally meritorious then the relevance to Rupert's scientific interests shall be taken into account (advice may be taken from the Dynamical Problems Special Interest Group or others). Evidence of participation in the scientific community shall also count in favour of a nomination.
6. The Award shall be made only if a nomination of sufficiently high standard is forthcoming.
7. No person shall be eligible for the Award a second time.

## APPENDIX 6 – THE INVESTMENT POLICY OF THE SOCIETY

### Principal Objectives

The principal objectives of the Society's reserves are to maintain and make use of capital reserves to:

Ensure the viability of the Society on a year-by-year basis and in the long term as an assurance against significant financial risks.

Enable the medium to long-term development of the Society's aims and objectives.

### Background and Introduction

The Society derives its primary annual income from a combination of members' subscriptions, sales of publications, and income from investments. The Society holds three types of investments: Tangible Assets, a General Reserve and a Legacies Fund. Council first approved the policy on management of these two last items on 5 December 2001 and this is kept under regular review.

Historically the only major demand (> £100,000) on the reserves has been the purchase of the Oxford Road Headquarters, pending the sale and resolution of the problems with the previous Headquarters (James Glaisher House, in Bracknell). Other demands have been comparatively small (~£50,000 spread over several years) and relate to upgrade of the IT equipment.

The medium and long-term investment strategy of the Society has been formulated by Council, is overseen by the Society's House Committee and is being implemented by the Chief Executive, who reports to Council four times a year. This policy statement provides guidelines on how the reserves may be used *inter alia* to fund non-recurring costs resulting from proposals in the Society's strategic development programme and to mitigate the major risks of the Society. Individual items of expenditure are presented for Council approval in the normal way.

### The Annual Budget

The annual budget covers the income and expenditure of the Society in all its activities, including the reserves. Council sets the budget for the Society and at each meeting receives a forecast of out-turn against the budget. For the purpose of the management accounts, the budget and in-year reporting are broken down into two parts: the General Activities, which relate to the day-to-day operational work of the Society, which includes items such as the maintenance of Tangible Assets for example, and the Development Activities, which define the Society's income and expenditure related to its strategic development programme.

The General Activities shall normally be budgeted to balance. The budget for the Development Activities shall be set by taking account of the gains on the reserve available for investment in the Society's charitable objectives. This is informed by the Charity Commission's guidelines on the ratio of annual turnover to capital reserve.

### The Reserves - Tangible Assets

Tangible assets, which comprise the premises, the furnishings and equipment are essential for conducting the business of the Society and are an effective way of providing "rent free" accommodation. These shall be routinely maintained primarily through the annual budget at a level appropriate to provide accommodation and facilities to support the normal operational activities of the Society. This includes committee meetings, but not necessarily the regular Society meetings and conferences. Major changes to tangible assets would be funded on a case-by-case basis through the General Reserve and could include external contributions (e.g. on appeal).

## The Reserves - The General Reserve

The role of the General Reserve is basically to provide a degree of financial robustness to the long-term survival and mitigation of the major risks of the Society. In line with the Society's Risk Register and the Development Programme requirements, the General Reserve shall:

- provide some resilience against "single event" failures, e.g. a significant failure of a large conference (~£100,000);
- allow front-loaded strategic spend-to-save measures (~£200,000);
- allow some "one-off" expenditures on an opportunist basis (~£100,000);
- allow a recovery period for significant changes in the income/expenditure balance (~£150,000);
- create a margin for medium term market fluctuations (~£100,000).

For this model to work at these sorts of levels over a long period the fund needs to have a topping up mechanism. This has to be through income or growth in the market. This gives a target value of the General Fund and the Legacies Fund together which is approximately equivalent to the annual turnover of the Society.

## The Reserves - The Legacies Fund

The policy for this fund is to protect and grow it. Subject to this policy, capital gains and dividends are used to support, in a sustained manner, benefits primarily to individuals through Grants, Awards and Bursaries. More details on these funding schemes are available on the Society's website at <https://www.rmets.org/our-activities/grants-and-bursaries/legacies-fund>.

The number and level of grants and bursaries shall be determined by the level of available funds and by second priority call on the General Fund.

## The Investment Policy

### The Management of Investments

The Council, advised by the House Committee, are responsible for overseeing the Society's investments. At present the management of investments is delegated by Council to a professional Fund Manager. The House Committee reviews performance of the Fund Manager twice a year and Council reviews investments normally quarterly, but at least annually. The choice of Fund Manager is kept under annual review in line with performance and the Society's investment requirements.

### Choice of Investments

Investments may be made in cash deposits, property, gilts and equities in such proportions as to endeavour to maximise the total return to the Society over the longer term, typically a period of the Society's Strategic Plan, in order to deliver the required investment for the Society's development programme and to mitigate the Society's major risks. To this end investments should not be held in companies whose activities are contrary to the aims of the Society or its social, environmental and ethical responsibilities as the Professional Body and Learned Society for meteorology.

Where investment is made in equity shares, these should be mainly in FTSE-100 companies and no purchase of a single equity should represent more than 5% of the total portfolio value. This guideline excludes shares held indirectly through, for example, Investment Trusts, where there is already an underlying diversity. If any one holding reaches 20% of the value of the portfolio a partial sale should be considered. The portfolio should be diversified over both market sectors and geographic markets, and no one sector should represent more than 25% of the total portfolio value.

### Cash Flow Requirements

Council, when considering the budget, shall identify the likely demand for withdrawing funds from the investments over the next financial year and this shall be communicated to the Fund Manager so that they are able to anticipate the requirement for sales of investments whilst maximising profits and minimising losses. Any surplus cash on deposit may also be transferred at any time to the Fund Manager for investment at the discretion of the Society's Head of Finance and Administration Chief Financial Officer.

#### Trustee Liability

Charity trustees are responsible for the efficient management of the organisation's assets and may be held personally liable for the financial state of their charity. Delegation and effective performance monitoring of the management of the funds to suitably qualified professionals adequately discharges that responsibility.

The Society carries trustee indemnity insurance against claims of up to £1m (excluding cases of wilful fraud). It is important that all those Trustees and Fellows involved in managing the Society's funds are seen to take and act upon relevant professional advice and ensure that the Society Investment Policy is adhered to.

## APPENDIX 7 - THE SOCIETY'S ARCHIVING POLICY

### Library and Archives

Many of the Society's records, books and pamphlets are held in the National Meteorological Archives of England and Wales or the National Archives of Scotland. Those administrative papers of the Society that are defined in the Archiving Policy and older than 30 years are held in the National Meteorological Archive on terms stated in a Memorandum of Understanding with the Met Office (in the case of the National Meteorological Archive) and with the National Archives of Scotland (for the Scottish Meteorological Society papers), a copy of these are held on file by the Society. Council may appoint an Honorary Librarian to deal with any Library and Archive matters.

### Archiving Policy

All Society documents marked confidential shall remain so for 30 years from the date of issue. As such they shall only be accessible to the serving members of the relevant committee, Council members or employees of the Society as appropriate. Council, advised by the Chief Executive of the Society, can choose to release this information before the 30-year term is complete or extend the term of confidentiality of any document as they see fit.

A complete image of the Society's electronic files from the hard disc of the network server shall be made each day. The copy shall be removed from the HQ site for safekeeping and retained for at least three days. An additional copy shall be retained for at least one month before being overwritten.

A complete hard copy set of the following documents should be retained in perpetuity:

- one copy of each publication of the By-Laws, Standing Orders and Annual Report (and associated summary), the Annual Accounts and, if published, the Membership Handbook;

A hard copy of the following documents should be retained for two years. Once an electronic copy has been made, held electronically in perpetuity:

- Council agendas, minutes and all supporting papers;

- master lists of winners of medals and prizes;

- venues and subject of National Meetings and Summer Meetings, venues of Summer Visits, venues, instructors and subjects for field courses;

- a list of members' names and addresses on 31 December every year;

- committee minutes, including those of sub-committees, working groups and ad-hoc committees

Other committee papers should be held electronically and reviewed after five years, and then destroyed or retained.

A complete hard copy set of the following documents should be retained in perpetuity:

- Council agendas, minutes and all supporting papers;

- master lists of winners of medals and prizes;

- venues and subject of National Meetings and Summer Meetings, venues of Summer Visits, venues, instructors and subjects for field courses;

- a list of members' names and addresses on 31 December every year;

- one copy of each publication of the By-Laws, Standing Orders and Annual Report (and associated summary), the Annual Accounts and, if published, the Membership Handbook;

- committee minutes, including those of sub-committees, working groups and ad hoc committees - other committee papers should be reviewed after five years and then destroyed or retained.

Electronic copies shall be saved in the appropriate folders on the network drives. Whilst there is no formal requirement to hold an electronic copy of these documents, the practice is that these are held for at least 5 years on the Society's server and associated back-up facility.

Files relating to special events, for example major conferences, Queen's visit, etc, should be considered separately by the Chief Executive. These should be held electronically or in hard copy as considered appropriate.

Correspondence relating to publications and correspondence with authors together with manuscripts should be in electronic form for five years. A hard copy may be kept only until publication.

Correspondence relating to publications and correspondence with authors together with manuscripts should be retained either as hard copy or in electronic form for a minimum of five years. Particularly important papers may be retained in perpetuity, but correspondence, manuscripts, etc, should mostly be discarded. The final decision of such retention should be with the Editorial Board of the Journal concerned, and in particular the Editor (representing the Board). In executing this policy the Chief Executive shall judge what are the 'particularly important papers' taking advice as appropriate from such as Council, the Honorary Librarian and the History Group. Where appropriate the Chief Executive shall give consideration to depositing material in other libraries and archives, for example the Chilterns Observatory Trust.

At least two paper copies of all the Society's publications, including one bound copy of each of the Society's journals, shall be permanently retained. The Society's publishing partners are responsible for inventory holdings for the journals and for retaining an electronic copy.

Accounting documents such as supplier invoices, bank statements, expense claims and payment and receipt vouchers shall be retained for a minimum of seven tax years and then destroyed. In the case of asset purchases and investment transactions, records shall be kept in perpetuity. Books of account and computerised accounting records shall be retained in perpetuity in printout or electronic form.

Files relating to casual enquiries are to be retained in electronic or hard copy for two years and then destroyed, unless of particular importance.

Local Centres shall retain their own archival material on the lines of the above policy.

All hard-copy archived material shall be held at either the Society headquarters or the National Meteorological Library and Archive, or the National Archives of Scotland as appropriate. Material held in the national archives shall be retained to the standards laid down by the National and Local Archives. Material held at the Society shall be stored on appropriate racking and in containers suitable to ensure the longevity of the material being stored. Access to the material shall be by appointment with the National Meteorological Library and Archive, the National Archives of Scotland or the Society as appropriate.

## APPENDIX 8 – GUIDANCE TO AUTHORS OF OBITUARIES

### Publication

It is the policy of the Society that obituaries should be published in *Weather* for notable Fellows and, exceptionally, other prominent meteorologists or supporters of the Society. Obituaries should not normally be carried in other Society publications. However, the publication of an obituary does not preclude other references to a deceased in the other journals, for example in the form of a review of published work or lifetime achievements.

### Format

Obituaries should typically be between 200 and 800 words long and should, where possible, include a photograph of the deceased taken at a time when they were active in the Society or in meteorology. Other illustrative material may also be used provided that it is clearly relevant and appropriate (a seminal research result or historical picture of a research group or facility for example). The text should concentrate on the deceased's professional meteorological (or other) career, publications record and/or contributions to the Society.

### Authorship

The Society, or Editor of *Weather* acting on behalf of the Society, should commission obituaries as necessary from distinguished, generally younger, contemporaries of the deceased or from other journalistic sources if they are available and appropriate. Remuneration should not normally be paid for such commissions, but may be considered if the subject is judged sufficiently important and no other way can be found to obtain a contribution of suitable quality in a timely way. Such a fee should not exceed £50.

### Selection of subjects

It is important that those selected for an obituary have made a significant contribution to the science or profession of meteorology nationally or internationally and/or to the Society. Obituaries should not become routine reports of the death of Members simply because they were widely known among the profession.

The list of Fellows deceased, so far as this information is known to the Society, is currently produced by the Membership Secretary for Council.

Every effort should be made to publish obituaries as quickly as possible after the date of death as long delay could be viewed as disrespectful and could cause unnecessary pain to the family of the deceased.

### Writing Obituaries for other publications

From time-to-time the Society may be approached to provide an Obituary for external organisations or publications. Where appropriate the author should follow these guidelines. If this is written by a member of the Society staff then they would not be expected to benefit financially from this, with any funds due to be made payable to the Society.

## APPENDIX 9 – SCHEDULE OF DATES FOR INSERTS INTO WEATHER AND THE SOCIETY'S WEBSITE

The following lays out the schedule of dates for the inserts of key Society notices into *Weather* and onto the Society's website.

Edition	
JAN	
FEB	
MARCH	Council Nominations for Election of Officers Meetings Programme (Apr-Oct)
APRIL	AGM Notice to members (including Agenda, Council's nominations for election, and any By-Law changes)
MAY	Invite nominations for Society Awards and Prizes
JUNE	Annual Report and Accounts (only on the website)
JULY	
AUG	
SEPT	Winners of the previous year's Awards and Prizes (in Society News and on the website) Meetings Programme (Oct-Jan) Notice to Members (including fees and call for nominations to Council)
OCT	Membership of Council (in Society News and on the website)
NOV	
DEC	Meetings Programme (Jan-April)

APPENDIX 10 – MEMBERSHIP FORMS

Application for Fellowship or Associate Fellowship

**Application for Fellowship or Associate Fellowship**



**Associate Fellow** - No sponsorship or formal qualification is required for Associate Fellowship other than an expressed interest in meteorology.

**Fellow** - Candidates for election or transfer to the class of Fellow of the Society shall normally hold some formal qualification such as an honours degree in a relevant subject or an NVQ in forecasting, together with at least five years professional experience in a field or fields directly relevant to the Society. Completion of a doctorate will normally count as **two years** professional experience. Completion of an MSc is not counted as professional experience. Exceptionally, long experience and performance at a high professional level, suitably attested by peer review, can replace the requirement for a formal academic or vocational qualification. Candidates must be proposed by two existing Fellows of the Society. Those elected as Fellows shall be entitled to the use of the letters FRMetS as a statement of their professional standing in meteorology.

**All those applying need to complete this section (please use BLOCK CAPITALS)**

SURNAME..... TITLE (Prof/Dr/Mr/Mrs/Ms etc).....  
 FORENAMES.....  
 ADDRESS.....  
 .....  
 ..... POST CODE.....  
 TELEPHONE (day)..... FAX.....  
 E-MAIL..... WWW.....  
 OCCUPATION.....  
*(For record purposes only. If a professional Meteorologist, please indicate in what capacity.)*  
 INTERESTS.....  
*(Please list any skills or interests (eg photography) which you may be prepared to use within the Society)*  
 DATE OF BIRTH..... NATIONALITY.....

*I agree that I will be governed by the Charter and By-Laws\* of The Society, and that I will advance the objects of The Society as far as shall be in my power. I agree that information provided on this form may be used by the Royal Meteorological Society in pursuit of any of its aims or purposes. Those applying for Fellow also agree to abide by the Fellows Code of Conduct.\**

SIGNATURE..... DATE.....

\* available on the Society's website ([www.rmets.org](http://www.rmets.org)) or on request from the Society.

**PAYMENT**

Please debit my  Visa  Mastercard  Delta  Maestro

CARD NUMBER (Last three spaces for Maestro only, including issue number)

Expiry date of card: —/—/— Start date of card: —/—/— Security code of card: .....

Card Statement address if different from above .....

.....with the sum of £..... SIGNATURE.....

OR I enclose my cheque to the value of £.....

**Gift Aid**

The Gift Aid scheme means that the RMets can reclaim tax on your membership fees (provided that you are a UK tax payer) at no cost to you. Please tick the box if you are able to Gift Aid your fee.

Yes I want the Royal Meteorological Society to treat my payment as a Gift Aid donation until further notice

**Those applying for Fellowship also need to complete overleaf.**

Registered Address: 104 Oxford Road, Reading, RG1 7LL Tel: +44 (0)118 956 8500 Registered Charity No: 208222 [www.rmets.org](http://www.rmets.org)  
 Patron: HRH The Prince of Wales Fax: +44 (0)118 956 8571 VAT No: GB 200 0464 39

April 09

**Please also complete the following sections ONLY if applying to become a Fellow.**

**Academic Qualifications**

Degree	Main subject	University	Graduation Date	Thesis/Dissertation title (if applicable)

**Professional Qualifications (for example CMet, CEnv, NVQ)**

Date awarded	Employer

**Work Experience**

Between dates	Employer	Type and level of work

Additional information (if any) in support of the application may be attached to this form.

**For completion by those sponsoring Fellowship application:**

We, the undersigned, Fellows of the Royal Meteorological Society, as sponsors, from personal knowledge, propose and recommend this applicant as a proper person to become a Fellow of the Society.

- 1 SIGNATURE..... DATE.....  
NAME in block letters.....
- 2 SIGNATURE..... DATE.....  
NAME in block letters.....

.....  
FOR OFFICE USE  
Date elected..... Membership No.....

Application for Corporate Membership



**Application for Corporate Membership  
of the Royal Meteorological Society**

(Please use block capitals)

NAME OF COMPANY/CORPORATE BODY:

.....

ADDRESS.....

.....

.....

.....POST CODE.....

TELEPHONE.....

FAX.....

I am authorised on behalf of my organisation to apply for Corporate Membership of the Royal Meteorological Society

NAME OF NOMINATED CONTACT.....

JOB TITLE.....

CONTACT E-MAIL.....

SIGNATURE.....

DATE.....

We agree to be governed by The Charter and By-Laws of The Society and will advance the objects of The Society

**Please attach to your application an additional sheet of no more than one page which describes your organisation and the work it is involved in (e.g. an 'About Us' from your website).**

*Please see overleaf for payment details*



3 Transfer to FRMetS



## Application for Transfer to Fellowship

(Please use block capitals)

SURNAME..... TITLE (Dr/Mr/Mrs/Ms etc).....

FORENAMES.....

ADDRESS.....

.....

.....

..... POST CODE.....

TELEPHONE (day)..... FAX.....

E-MAIL..... WWW.....

**QUALIFICATIONS FOR MEMBERSHIP:**

Candidates for transfer to the class of Fellow of the Society shall normally hold some formal qualification such as an honours degree in a relevant subject or an NVQ in forecasting, together with at least five years professional experience in a field or fields directly relevant to the Society. Completion of a doctorate will normally count as **two years** professional experience. Completion of an MSc is not counted as professional experience. Exceptionally, long experience and performance at a high professional level, suitably attested by peer review, can replace the requirement for a formal academic or vocational qualification. Candidates must be proposed by two existing Fellows of the Society. Those elected as Fellows shall be entitled to the use of the letters FRMetS as a statement of their professional standing in meteorology.

**Academic Qualifications**

Degree	Main subject	University	Graduation Date	Thesis/Dissertation title (if applicable)

**Professional Qualifications (for example CMet, CEnv, NVQ)**

	Date awarded	Employer

V/Forms/Membership/transfer to fellowship draft Nov 2008



## **CODE OF CONDUCT**

(for those Fellows who use FRMetS)

Fellows of the Royal Meteorological Society who use the appellation 'FRMetS' are expected to abide by the following Code of Conduct. Actions contrary to this code will provide grounds for the Fellowship of an individual to be withdrawn.

This Code of Conduct is additional to and does not take the place of any Code of Ethics to which the Member may already be subject.

Fellows of the Society who use the appellation 'FRMetS' are expected to:

- conduct themselves in such a manner as to reflect distinction on their profession and the Society;
- endeavour to keep abreast of relevant scientific and technical developments, and strive to improve their meteorological knowledge and competencies;
- where confidentiality and commercial constraints allow, be prepared to pass on their knowledge to colleagues, collaborators and the general public;
- where appropriate publish and present their knowledge, and not knowingly take credit for work done by others, giving recognition to the work of others as appropriate;
- refrain from making exaggerated or unwarranted claims and statements, but rather seek to make informed judgements based on sound scientific principles;
- work to deliver a high quality of service, respecting contractual agreements and where appropriate referring requests for services which are beyond their professional capabilities or their scope to those properly qualified;
- comply with national and international law;
- refrain from engaging in activities generally recognised as being detrimental to, or incompatible with, the general public welfare;
- use the name of the Society only when duly authorised.

March 2007. This edition supersedes all previous editions of the Code of Conduct.

## INDEX

- Accounting documents 14, 44
- Annual Accounts 14, 21, 43, 46
- Administration 14
- Adrian Gill Prize 33, 35
- Agenda
  - Annual General Meeting 46
  - Council 5, 6, 43
- Annual General Meeting 7, 10, 38
  - Agenda 46
- Annual Report 6, 10, 21, 30, 43, 46
- Archiving Policy 43
- Atmospheric Chemistry Special Interest Group 32
- Atmospheric Electricity Special Interest Group 32
- Authorised signatories 14
- Awarding Body 27
- Awards and Prizes 6, 12, 23, 33, 46
- Awards Committee 23, 33, 37
- Biogeochemistry 35
- Buchan Prize 13, 33, 34
- Budgets 5
- Buildings 16, 18
- Bursaries 13, 41
- By-Laws 5, 6, 14, 31, 43
- Casting vote 4, 7
- Charges for attending meetings 11, 30
- Chartered Meteorologist (CMet) 19, 27, 28
- Cheque 14, 15, 21
- Chief Executive 5-7, 10-12, 13-20, 21, 22, 26-30, 43, 44
- Chief Financial Officer 14, 15, 16, 18, 27, 28, 28, 44
- Citations 23
- Climate Science Communications Group 23
- Committee
  - Appointment of 8, 9
  - Chairs 8, 9
  - Ex-officio members 9, 26, 27
- Local Centre 31, 32
- Special Interest Group 32
  - Members 8
  - Minutes 5, 43
- Reviews 6
  - Terms of Reference 6, 7, 16, 22-29
- Common Seal 17
- Conferences 10, 11, 25, 40, 43
  - Local Organising Committee 11
  - Programme Committee 11
- Continuing Professional Development (CPD) 9, 19, 27, 28
- Contracts 18, 26
  - Publishing 26
  - Staff 17
- Copyright 17, 26
- Corporate Responsibility Programme 4, 14
- Correspondence 17, 43
- Council 4
  - Agenda 5, 6, 43
  - Any other business 6
  - Approval 12, 13, 15, 16, 22, 24, 30, 40
  - Committees of 6, 8, 21, 23
  - Competences 5
  - Decisions 8, 13, 14, 20, 23
  - Meetings 5, 6, 7, 14, 16
  - Members 5, 6, 7, 9, 10, 14, 15, 26, 43, 46
- Minutes 6, 8, 43
  - Nominations for vacancies 6, 8, 46
  - Quorum 9
  - Representation on outside bodies 10

Vacancies 6  
 Voting 9  
 Credit cards 14  
 Data Assimilation Special Interest Group 32  
 Direct Debit 14  
 Disciplinary procedures 17  
 Dynamical Problems Special Interest Group 31, 39  
 East Midlands Local Centre 31  
 Education Committee 24  
 Employer's Liability 19  
 Expenses 10, 13, 14, 15  
 Fees 6, 18, 46  
 Finance 5, 10, 13, 15, 16, 28  
     Records 14, 44  
 Fitzroy Prize 13, 33, 35  
 General Fund 13, 14, 41  
 General Secretary 8, 15-18, 21, 24-26, 29, 30  
 Gordon Manley Weather Prize 14, 25, 33, 36  
 Governance Structure 8, 20, 21  
 Guidance to Authors of Obituaries 18, 45  
 Guidance to Meeting Organisers 12  
 Health and Safety 5, 25  
 History of Meteorology & Physical Oceanography  
     Special Interest Group 13, 31, 32, 37  
 Honorary Librarian 17, 43, 44  
 Honorary Fellowship 5, 12, 23, 32, 39  
 House Committee 5, 8, 9, 16-19, 21, 24-26, 28-31, 40, 41  
 Hugh Robert Mill Medal 13, 33, 34  
 Hydrology 36  
 Indemnity 19, 42  
 Insurance 14, 16, 18, 19, 42  
 International Journal of Climatology Prize 13, 33, 37  
 Investment Manager 16  
 Investment Policy 16, 40-41  
 Investments 16, 21, 25, 26, 40-42  
 Jehuda Neumann Memorial Prize 13, 33, 37, 38  
 Journal Editors 8-10, 24, 27  
     Prize 13, 33, 39  
 KNUST (International Centre) 31  
 L F Richardson Prize 13, 33, 35  
 Land 16  
 Leave entitlement 17  
 Lectures 10, 26  
     Commemorative 11  
     Margary 11, 25  
     Mason Gold Medal 11, 13, 26  
     Symons Gold Medal 11, 13, 26  
 Ledgers 15  
 Legacies Fund 15, 40, 41  
 Library and Archives 18, 43  
 Local Centres 11, 31, 44  
     East Anglia 31  
     East Midlands 31  
     North East 31  
     North West 31  
     Scottish 31, 32, 37  
     South East 31  
     South West 31  
     Subventions for 31  
     Terms of Reference 31  
     West Midlands 31  
     Yorkshire 31  
 Long distance travel 16  
 Margary Lecture 12, 25  
 Mason Gold Medal 12, 13, 33  
 Meetings 5, 10, 16, 18, 25, 46  
     of Council 5-7, 14, 16  
 of Council's Committees 6, 9  
     Committee 10-12, 14, 16, 25  
     Guidance to organisers 10, 25  
     in honour of named individuals 11  
     Joint 11, 25  
 Local Centre 9, 30  
     National Saturday 11, 12, 25, 43

National Wednesday 11, 12, 25, 43  
 Notice of 18  
 Programme of 11, 46  
 Special Interest Group 11, 30  
 Meetings Committee 10-12, 16, 25  
 Members 5-15, 19, 22, 25, 28, 43, 45, 46  
     Corporate 15, 24  
     Council 5-8, 10, 29, 43, 45  
     Development of Society 25, 29  
     *ex-officio* 8, 9, 24, 26, 28  
     Indemnity of 19  
     Life 14  
     Local Centre 31  
     New 15  
     Notice to 6, 8, 46  
     of Committees 8, 9, 21, 23-29, 43  
     Register of 14, 43  
     Special Interest Group 31,  
     Subscriptions 6, 14, 15, 25 40  
 Membership records 43  
 Membership Secretary 15, 45  
 Meteorological Observing Systems Special  
     Interest Group 31, 37  
 Michael Hunt Award 13, 33, 36  
 Mileage allowance 15  
 Nominations for Council 6, 8, 46  
 North East Local Centre 31  
 North West Local Centre 31  
 Obituaries 18, 45  
 Oceanography 13, 32, 33, 35, 37,39  
 Orders 15, 17  
 Outside Bodies 10  
 Outstanding Service Award 13, 33  
 Overtime payments 17  
 Payments 14, 15, 17, 31  
     *ex gratia* 27  
     Overtime 17  
     Pension 17, 27  
     Petty cash 14  
     Salary 14, 27  
     to the Society 16  
 Pension contribution 17, 27  
 Petty cash 14  
 Physical Processes Special Interest Group 31  
 Policy Statements 10  
 President 5, 8-11, 14, 16, 21, 23  
     Allowance 16  
 Presidential Address 8, 10  
 Prize Winners 13, 15, 23, 43, 46  
 Professional Accreditation 19  
 Professional Accreditation Board 9, 27  
 Public Holidays 18  
 Public Statements 10  
 Publishing contract 27  
 Purchase invoices 15  
 Qualifications 10, 23, 24, 28  
     Vocational 9, 10, 27, 28  
 Qualifications and Credit Framework  
     (QCF) 9, 10, 27, 28  
 Quarterly Journal 40  
 Quorum 9  
 Records 14, 17, 18, 21, 43, 44  
     Continuing Professional Development  
         (CPD) 9, 19, 27, 28  
     Financial 14, 44  
     Membership 43  
     Salary 14, 17  
 Register of Members 14, 43  
 Registration fee 12  
 Remuneration 17, 26, 45  
     Authors 45  
     Committee 10, 16, 17, 21, 24, 26  
     Staff 17, 26  
 Representation 10, 24  
 Retention of publications 43, 44  
 Risk Register 5, 25, 41  
 Rupert Ford Memorial Fund 14, 39

Salary 13, 16, 26  
 Salary and Remuneration Committee 10, 17, ,  
 21, 25, 27  
 Satellite Meteorology & Oceanography Special  
 Interest Group 31  
 Scottish Centre 31, 32, 37  
 Securities and Deeds 14  
 Scientific Publishing Committee 8, 27  
 Social Events 11  
 Society News 46  
 South East Local Centre 31  
 South West Local Centre 31  
 Special events 43  
 Special Interest Groups 11, 26, 31-33, 36,  
 Atmospheric Chemistry 31  
 Data Assimilation 31  
 Dynamical Problems 31, 39  
 History of Meteorology & Physical  
 Oceanography 31, 33,  
 Meteorological Observing Systems  
 31,  
 Physical Processes 31  
 Satellite Meteorology & Oceanography  
 31  
 Weather Service Providers 31  
 Weather, Arts and Music 31  
 Staff 14-19, 24, 26, 35  
 Authorisation 15  
 Awards 36  
 Benefits 26  
 Casual and Temporary 16, 27  
 Contract 16, 17  
 Employment 17  
 Establishment of 16  
 Hours 17  
 Insurance 18  
 Job description 16  
 Probationary period 17  
 Remuneration 14, 16, 18, 26  
 Retirement 17  
 Rules and Policies 17  
 Salary payments 14, 17, 27  
 Structure 16  
 Travel 15, 18  
 Standing Orders 5-9, 15, 19, 25, 43  
 Strategic Plan 5, 6, 28, 30, 41  
 Strategic Programme Board 10, 21, 28  
 Structures 16, 21  
 Governance 7, 20, 22  
 Staff 16, 17  
 Subscriptions 14, 15, 25, 40  
 Arrears 15  
 Due 15  
 Members 6, 14 15, 25, 40  
 Symons Gold Medal 13, 26, 33  
 Taxis 16  
 Terms of Reference 8, 9, 17, 23-30  
 Committees 8, 9, 17, 23  
 Local Centres 31  
 Special Interest Groups 30  
 theWeather Club 20  
 Treasurer 8-10, 14-18, 21, 26-28, 29  
 Trustee liability 42  
 Vacancies on Council 6  
 Vaisala Award for Meteorological  
 Observation and Instrumentation 13,  
 31, 32, 36  
 Vice-Presidents 8, 21, 23, 25, 28  
 Visits 11, 12, 26, 43  
 Summer 11, 43  
*Weather* 6, 8, 13, 15, 18, 23, 32, 36, 45, 46  
 Weather, Arts and Music 31  
*Weather* Board 24  
 Weather Club 20  
 Weather Service Providers 31  
 Website 5, 11, 18, 26, 46  
 West Midlands Local Centre 31  
 Working groups 43  
 Yorkshire Local Centre 31

