

## Role Description: CHAIR OF EDUCATION COMMITTEE

### *Background*

The Royal Meteorological Society is the UK's Professional and Learned Society for weather and climate and its mission is **to promote the understanding and application meteorology for the benefit of all**. The Society plays a key role as the custodian of both the science and the profession of meteorology in the UK and has an important role to play internationally as one of the world's largest meteorological Societies. The Society promotes equality, diversity and inclusion to create greater opportunity for any individual to fulfil their potential, irrespective of their background or circumstances. We would therefore strongly encourage women and members of under-represented groups on Council to apply.

### *Role*

The Chair of the Education Committee plays a key role as one of the Officers of the Society in helping to shape and develop the future direction of the organisation and has responsibility to oversee all aspects of the education programme of work, closely working with the Head of Education. The Chair of the Education Committee is nominated and elected in accordance with the Society's Charter and By-Laws. The Society is a registered charity and as such, each elected Member of Council serves as a Trustee of the Society (see Annex A detailing the Code of Conduct of Trustees Role).

### *Responsibilities*

The main responsibilities of the Chair of the Education Committee are:

- trustee of the Society attending three Council meetings each year to report on education activities;
- chair the biannual Education Committee meetings contributing to the preparation of the agendas and papers and approving minutes;
- appoint members to the Education Committee which should include one teacher and external representation from the Institute of Physics, the Royal Geographical Society, the Geographical Association and the Met Office;
- working closely with the Head of Education to develop the education strategy for the Society, helping to implement the approved programme of work and assisting in the production of an annual report;
- liaise with the virtual committee of teachers and those working in the education sector;
- keep the Education Committee's Terms of Reference under regular review;
- respond to communications from the Society in a timely manner.

### *Requirements*

The successful candidate will ideally have:

- an understanding of education system, teaching profession or educational bodies;
- experience of chairing meetings;
- a commitment to the purpose, objects and values of the organisation as a charity and recognising the contributions from a diverse group of people;
- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- clear and accurate record keeping;
- experience in different sectors of meteorology;
- an ability to maintain confidentiality on sensitive and confidential information;
- an ability to analyse information and, when necessary, challenge constructively;
- a willingness to devote the necessary time and effort, and an ability to complete tasks in timely manner;
- an ability to think strategically without becoming too involved in the detail.

### *Term of Office*

The Chair of the Education Committee serves a five-year term of office.

### *Support*

The role will be supported by the Head of Education. This is a voluntary role and expenses will be reimbursed in line with the Royal Meteorological Society Expenses Policy.

## **Annex A: Code of Conduct of Trustees Role**

All trustees:

- are committed to the charity's cause and have joined its board because they want to help the charity deliver its purposes most effectively for public benefit
- recognise that meeting the charity's stated public benefit is an ongoing requirement
- understand their roles and legal responsibilities, and, in particular, have read and understand:
  - the Charity Commission's guidance [\*The Essential Trustee \(CC3\)\*](#)
  - the charity's governing document - Charter and By-Laws
- are committed to good governance and want to contribute to the charity's continued improvement.