



**RMetS**  
Royal Meteorological Society

## **STANDING ORDERS of the Royal Meteorological Society**

**November 2023**

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## 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 November, 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. Council will be quorate when at least seven Council members are present. Occasionally decisions out of meeting may be required, which can usually be completed via email.

### 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, including any emerging risks to the Society. 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 and Heads
  - Table showing progress with Matters Arising from the Minutes
  - Opportunity for Council members to suggest future Agenda itemsAgenda Part B:
  - Changes to Membership
  - Report of progress against the Strategic Plan
  - 
  - 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:  
November 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 Business Plan for the coming year

#### February Part A Agenda:

- Review the Annual Report and unaudited financial position from the previous year for approval via email post audit
- 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:

- Review Risk Register
- 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 of 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 November 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 of the retiring members.
- 2.6.2 The Nominations Committee evaluates the balance of skills, knowledge, experience and diversity of Council, and, in the light of this evaluation, prepares a description of the role and capabilities required for each particular vacancy on Council. A detailed Notice to Society Members shall also be included as an insert in the September issue of Weather, with links to the role descriptions for each vacancy. The closing date for receipt of nominations for Members of Council shall be at least ten working days before the meeting of Council at which they are discussed.
- 2.6.3 The Nominations Committee reviews nominations for vacancies shortlisting those who meet the necessary skills and expertise, and a provisional list is drawn up for the November meeting of Council. The Vice-President for Scotland is excluded from this process.
- 2.6.4 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.
- 2.6.5 All nominations who have confirmed their willingness to stand and any additional nominations with accompanying biography and affiliation shall be circulated to Council with the February Council papers along with details of any ballot.
- 2.6.6 Council's nominations shall be circulated to each Society member by mid-March (usually with the March issue of Weather). Society 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.
- 2.6.7 If no candidate has been nominated by Society 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 shall be issued. Otherwise a ballot for Election to Council shall be issued. A ballot will be circulated to Society 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 Member who made the nomination. The ballot must close 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 Annual General Meeting.

## **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 MEMBERS OF COUNCIL – PRINCIPAL RESPONSIBILITIES**

## **3.1 Officers and Members of Council**

- 3.1.1 Officers and Members of Council are nominated and elected in accordance with the Society's Charter and By-Laws. The Society is a registered charity and as such, each elected Officer and Member of Council serves as a Trustee of the Society. Trustees play an important role in helping to shape and develop the future direction of the organisation and have responsibility to oversee activities to safeguard the Society.
- 3.1.2 Officers and Members of Council are required to attend meetings of Council normally held in February, June and November of each year. The June meeting is an in-person meeting usually at the Society's headquarters and the February and November meetings are usually held virtually. In addition, Officers and

Members of Council are encouraged to attend the Society's Annual General Meeting, usually held in May each year.

- 3.1.3 Officers and Members of Council will actively contribute to Society's affairs. Each member of Council may be asked to take on specific responsibilities to forward the aims and objectives of the Society. These may be one-off activities (i.e. representing the Society at a national event, working with the Events Team to deliver a one-day meeting) or ongoing activity or involvement with a project. It is important that elected Officers and Members of Council are actively engaged and willing to support the delivery of the Society's Strategy.
- 3.1.4 Officers and Members of Council will contribute to and respond in a timely way to Council communications on a range of issues (responding to consultations, approval of accounts, etc).

### **3.2 The President**

- 3.2.1 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, Strategic Planning Board, Nominations Committee and the Annual General Meeting, or identify an alternate;
  - deliver at least one Presidential Address during their term of office.

### **3.3 The Vice-Presidents, Treasurer and General Secretary**

- 3.3.1 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.
- 3.3.2 Role descriptions for the Vice-Presidents, Treasurer and General Secretary are laid down in Appendix 1.

### **3.4 Committee Chairs**

- 3.4.1 All Committee Chairs shall abide by the Terms of Reference for their committees and keep these Terms of Reference under regular review. The Terms of Reference are laid down in Appendix 2.

### **3.5 Members of Council**

- 3.5.1 Members of Council will act as Ambassadors for the Society by promoting membership, aims and activities as and when the opportunity arises.

## **4. COMMITTEES OF COUNCIL**

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

- 4.1.1 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 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 Committee Chairs

- 4.2.1 Council shall appoint the Chair of a 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 and are listed in the Annual Report.

## 4.3 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 Committee Quorum and Casting Vote

- 4.4.1 Unless otherwise specified in the Committees Terms of Reference, a quorum for Committees of Council 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 Committees of Council

- 4.5.1 The 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.

| <b>Committee</b>                  | <b>Chair</b>      | <b>Members</b>  |
|-----------------------------------|-------------------|---|
| Awards Committee                  | President         | Vice-President (President elect)  |
| Diversity and Inclusion Committee |                   | Membership is drawn from a cross section of Society representatives and stakeholders  |
| Education Committee               |                   | Broad representation from meteorologists, education specialists, teachers and representatives of organisations with similar interests |
| Fellowship Committee              | Vice-President    | Three members appointed by the Council  |
| House Committee                   | General Secretary | Treasurer<br>A Vice-President   |
| Investigations Committee          | General Secretary | Two members appointed by the Council  |

| <b>Committee</b>                   | <b>Chair</b>      | <b>Members</b>   |
|------------------------------------|-------------------|--|
| Meetings and Conferences Committee |                   | Representatives from across the meteorological and climate science communities who can represent the interests of likely groups of attendees including a student member representative   |
| Membership Development Board       |                   | Representatives of the diverse membership and stakeholder community of the Society including a Professional Accreditation Board representative   |
| Nominations Committee              | President         | Two members who are currently or have recently been on Council   |
| Professional Accreditation Board   |                   | Representatives from across the meteorological community Chair of the Course Evaluation/CPD Panel and including a Membership Development Board representative  |
| Salary and Remuneration Committee  | General Secretary | Treasurer  |
| Science Engagement Committee       |                   | Representatives with relevant expertise to support the Committee and act as ambassadors for the Society in relation to science engagement  |
| Scientific Publishing Board        |                   | All Journal Editors  |
| Strategic Planning Board           | President         | Treasurer and General Secretary, and trustees/recent trustees with relevant expertise. Every 6 years when the Strategic Plan is being developed the Board will also include other senior trustees of the Society and individuals with the relevant expertise |

## **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 Science Engagement Committee shall collate a response in consultation with the Chief Executive and 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 the Science Engagement Committee and they 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 and Conferences Committee**

- 6.1.1 The Meetings and Conferences Committee shall have oversight of the full range of meetings and conferences 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 or annual conference, whichever is most appropriate.

### **6.3 Meetings**

- 6.3.1 Meetings shall normally be held during the period from 1 October to 30 June. The aim is host two of these meetings of the Society outside of London.
- 6.3.2 A programme of Saturday and evening meetings shall be arranged as appropriate to attract the target audience to these events
- 6.3.3 Joint meetings with other societies and organisations shall be encouraged.

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

- 6.4.1 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

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

- 6.5.1 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.

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

## **6.6 Social Events**

6.6.1 Any Committee may propose occasional Social Events to the Meetings and Conferences Committee or Council as appropriate.

## **6.7 Visits**

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

## **6.8 Commemorative Lectures**

6.8.1 The Symons and Mason Gold Medal Lectures and LF Richardson Lecture shall be delivered in association with the award of the Medals, normally as part of a high-profile Society event, such as the Annual General Meeting. The Society shall arrange the programme for the meeting in consultation with the Award Lecture winner.

## **6.9 Charges for Attending Meetings and Conferences**

6.9.1 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 meetings. However, charges shall normally be levied if lunches or other such significant services are provided and paid for by the Society.

6.9.2 Conferences are usually budgeted to break even including the cost of the Events Manager's time.

## **6.10 Payment of Expenses**

6.10.1 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;
- Speaker expenses for travel to and from the meeting shall normally be covered by the Society. If travel costs are over £100, pre authorisation is required from the Chief Executive (in consultation with the Chair of the Meetings and Conferences Committee).

## **6.11 Meeting and Conference Budgets**

6.11.1 The funding for the Society's Meetings Programme and Conference income and expenditure shall be considered each year as part of Council's normal budget round.

## **6.12 Guidance to Meeting Organisers**

6.12.1 All those who have agreed to organise and who are otherwise involved in Meetings shall be sent an email giving guidance on their responsibilities. This shall be kept under regular review by the Meetings and Conferences Committee.

## **6.13 Conferences**

- 6.13.1 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.

# **7. AWARDS**

## **7.1 The Society Awards**

- 7.1.1 The Society's Awards are listed in Appendix 4 and shall be given in accordance with the terms laid down in By-Law 90 and the regulations also detailed in Appendix 4.
- 7.1.2 Details of the awards to be made in the following year shall be put before Council, and a Call for Nominations is usually opened in the spring inviting individuals to make nominations by the closing date, usually in the autumn.
- 7.1.3 If an Award is shared, each recipient shall receive a certificate and the full benefit of the award.
- 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 award 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 early career 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. ADMINISTRATION**

## **8.1 Finance – Funds**

- 8.1.1 Financial transactions required for the execution of the main functions of the Society shall be accounted for under the four business areas of the Society – Publishing, Societal Benefits, Membership and Accreditation, and Underpinning Support - shown in Appendix 2. The Legacies Fund has been formed to finance certain activities as defined in the By-Laws.

8.1.2 Separate financial records shall be kept for the business areas and the Legacies Fund. Transactions in both shall be summarised in the Annual Accounts.

## **8.2 Finance – Records**

- 8.2.1 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 provided 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 on the Society's CRM system 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 on the Society's CRM system.
- 8.2.2 All or any of these records should be kept in a form acceptable to the Society's auditors.
- 8.2.3 The Securities and Deeds of the Society shall be deposited in a deed box with the Society's bankers in the Society's name.

## **8.3 Finance – Purchases and Payments**

- 8.3.1 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 Office Manager for this purpose. Cash floats to be used at Society events shall be funded from the petty cash float where possible.
- 8.3.2 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 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 their absence in respect of the requirements of these Standing Orders.
- 8.3.3 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, IT Project Manager and the Office Manager, or such

other names as Council may, on the recommendation of the Chief Executive, direct. All transactions made with them shall be scrutinised by the Treasurer and Chief Executive retrospectively. The cards shall be used for business purposes of the Society only and the withdrawal of cash using the cards is prohibited.

- 8.3.4 Orders for goods to be supplied or work to be executed for the Society where the value exceeds £100 shall normally be given on the Society's Purchase Order form.
- 8.3.5 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. This will normally be affected by BACS via the bank online banking system, bank statements will be reviewed weekly by the Chief Executive. Payment of duly authorised invoices will be made, insofar as is reasonably possible, in accordance with the supplier's payment terms.
- 8.3.6 Payments to the Society shall be acknowledged by an official receipt form only if requested.

#### **8.4 Finance – Subscriptions**

- 8.4.1 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.
- 8.4.2 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 Members, Fellows, Students and Corporate Members.
- 8.4.3 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 or whole quarters for the remainder of that year).

#### **8.5 Finance – Travel**

- 8.5.1 Members and staff who travel on Society business shall travel by the most economic and environmental arrangements available, consistent with meeting the Society's business objectives and Sustainability Policy.
- 8.5.2 Rail journeys shall normally be standard 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 Sustainability Policy. 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 and in line with the Sustainability Policy.
- 8.5.3 Domestic air travel should be avoided and any air travel at other than economy class (or equivalent) shall only be permitted with the express authority of the Chief Executive.
- 8.5.4 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.

- 8.5.5 Where long-distance travel is required, the cost of a first-class overnight sleeper or a night in a hotel of appropriate standard may be reimbursed.
- 8.5.6 When agreed in advance by the Chief Executive (or the Chair of the Meetings and Conferences Committee in the case of speakers at a Society meeting) 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.
- 8.5.7 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.

## **8.6 Finance – Miscellaneous**

- 8.6.1 The President shall be entitled to an allowance of up to £500 per annum to be spent at their discretion on Society business.
- 8.6.2 No land or buildings shall be sold except with the approval at a General Meeting (By Law 83) of the Society, having first been discussed by a meeting of Council.
- 8.6.3 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. Balances shall be kept under review by the House Committee and transfers to or from the Investment Manager shall be authorised by The Treasurer.

## **8.7 The Establishment of Staff**

- 8.7.1 The Chief Executive shall keep the staff structure of the Secretariat under review and make recommendations for changes as required to the House Committee for approval, and keep Council and the Salary and Remuneration Committee informed as appropriate.
- 8.7.2 Each member of staff shall have a Job Description that clearly defines their responsibilities. The Chief Executive's Job Description is given in Appendix 1.
- 8.7.3 The Chief Executive and the General Secretary shall agree the process for the appointment of all new permanent and contracted staff.
- 8.7.4 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.
- 8.7.5 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.

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

- 8.8.1 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.
- 8.8.2 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.

- 8.8.3 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 contributes the minimum levels to the auto-enrolment pension arrangements on commencement of employment. Following successful completion of the period of probation the employer pension contribution increases to 10%.
- 8.8.4 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.
- 8.8.5 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.

## **8.9 Staff Remuneration**

- 8.9.1 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. The Salary and Remuneration Committee's recommendations are then made to the House Committee and then to Council as part of the budget approval process.
- 8.9.2 Salaries are normally paid by BACS transfer in time for them to be available to staff on the last working day of each month.

## **8.10 Other Employment Details**

- 8.10.1 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 Employees Handbook and Society's Policies and Procedures, which are kept under regular review by the House Committee on behalf of Council.

## **8.11 Office Procedures**

- 8.11.1 The Society's offices shall normally be open, except on Public Holidays and between the Christmas and New Year period, from 9am to 5pm from Tuesdays to Thursdays, inclusive.
- 8.11.2 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 GDPR (General Data Protection Regulation) – see Appendix 12 for guidance notes on Data Protection.

- 8.11.3 The originals of all contracts entered into by, or on behalf of, the Society shall be kept on the shared drive and an up-to-date register of contracts, policies and procedures shall be kept under review by the House Committee.
- 8.11.4 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 if the contract value is over £30,000.
- 8.11.5 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.
- 8.11.6 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.
- 8.11.7 Many of the Society's records, books and pamphlets are held in the National Meteorological Archives 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, Appendix 7, shall be kept under review by the House Committee.
- 8.11.8 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.
- 8.11.9 The future schedule of dates for inserts into Weather and on the Society's website is laid out in Appendix 9.

## **8.12 Insurance**

- 8.12.1 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. A cyber insurance policy shall be put in place.
- 8.12.2 The stock of the Society's Library held outside the National Meteorological Archives shall be adequately insured against loss or damage by fire.
- 8.12.3 The material held in the National Meteorological Archives is to be regarded as irreplaceable and therefore beyond any measurable intrinsic value. It shall not therefore be separately and explicitly insured.
- 8.12.4 A travel insurance policy shall be put in place to cover all staff and volunteers travelling on Society business.
- 8.12.5 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.
- 8.12.6 A Trustee and Trust Indemnity Policy shall be maintained.
- 8.12.7 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.
- 8.12.8 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.

## 9. MEMBERSHIP

- 9.1.1 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. Members agree to abide by the Members Code of Conduct shown in Appendix 11.
- 9.1.2 Fellows agree to abide by the Fellows Code of Conduct shown in Appendix 11.
- 9.1.3 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.
- 9.1.4 The Fellowship Committee will initially review any fellowship applications and in all cases (including membership, fellowship and corporate membership) of questionable applications the Chief Executive will undertake to review the application and request the Investigations Committee to complete a review if required in accordance with By-Laws 28 and 29.

## 10. PROFESSIONAL ACCREDITATION

- 10.1 The principal matters related to the Society's Accreditation programme are contained in the Society's By-Laws (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, (for example, for parental leave, a sabbatical or other reasons). If this is for more than six months, Chartered and Registered Meteorologists may apply to be placed upon the Society's Dormancy Register 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. During this period, a reduced number of CPD records are collated highlighting that they keeping up to date in the field and an expectation that within five years a CPD report of sufficient standard is submitted to the Society so that they are reinstated onto the RMet or CMet register. Due consideration will be given to the limited opportunities that people on career breaks have to maintain the same level of 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 meteorologists from organisations outside of the UK apply for accreditation. There is a process in place to recognise professional qualifications and competencies through the Regulated Professions Register, which provides information about regulated professions in the UK. Professional accreditation schemes in meteorology aligned with international standards, such as the WMO BIP-M and BIP-MT. They are not regulated in law and sit outside the scope of the Professional Qualifications Act 2022. As such, the Society can maintain its accreditations schemes for professionals outside of the UK. The Society will look to accredit these individuals through its own processes and is not liable for any issues or losses as a result of those accredited. .
  - 10.1.3 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.

- 10.1.4 As well as accrediting people the Society also recognises courses. This process recognises courses that fulfil the requirements for core content as laid down under the Society's Chartered Accreditation Scheme. 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. If a course has not changed by more than 20% since its last review, then the Institute can inform the Society and request another period of recognition without the need to complete a full review.

## **11. SCIENTIFIC PUBLISHING**

### **11.1 Journal Editors**

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 awards to the Awards Committee;
- take part in meetings of the Scientific Publishing Board to help develop and execute of a world class publishing strategy and portfolio of journals

## **12. OTHER WIDER SOCIETY ACTIVITIES**

- 12.1.1 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.
- 12.1.2 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 and have responsibility to oversee the strategic projects and activities, working closely with the Executive Team. The Vice-Presidents will typically be highly respected individual within the community with leadership experience in the science or application of meteorology in a national and international capacity. 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 serve on the House Committee and Chair the Fellowship 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 and develop the future direction of the organisation and has responsibility to oversee all aspects of financial management, closely working with the Executive Team to safeguard the Society's finances. 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 Planning 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;
- attend the Annual General Meeting in May each year and formally present the accounts as one of the Society's senior Officers;
- 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 House Committee and oversee matters relating to the House Committee's Terms of Reference not covered by the Treasurer;
- Chair the Investigations Committee;
- attend the Strategic Planning 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

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, 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

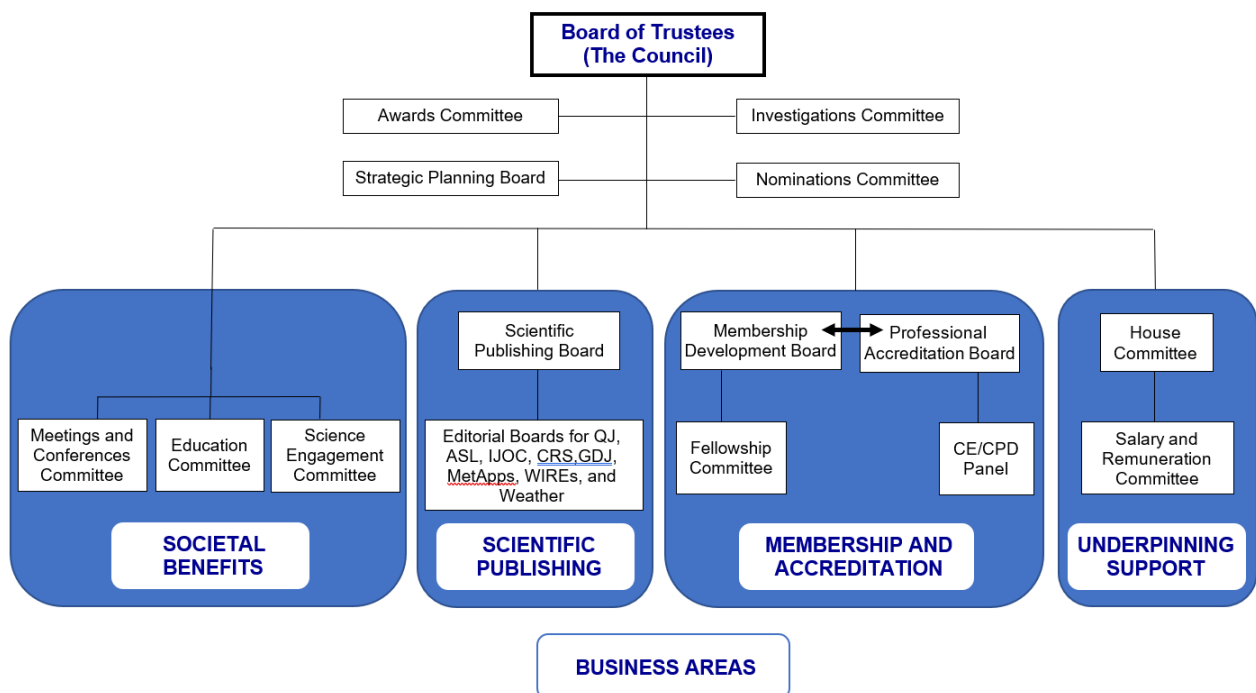
The Membership

- 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**

The Royal Meteorological Society's Committees of Council are shown below.



The Terms of Reference for each of the Society's main Committees are detailed below. Terms of Reference for each of the Editorial Boards, and the CE/CPD Panel are maintained by the main Committee overseeing them. In addition to their work, each Committee shall provide a contribution to the Society's Annual Report.

## **The Awards Committee**

### **Purpose:**

The Awards Committee shall review nominations on behalf of Council and make recommendations, with supporting information including biographies and citations, to the February Council in connection with the Awards (set out in Appendix 4), Honorary Fellowship, and other Awards as may be referred to from time-to-time.

### **Specific responsibilities include:**

Making recommendations to Council about nominations received from:

- The membership and from Journal Editors for awards;
- The Chief Executive and others for the Award for Outstanding Contribution to the Society or the Profession;
- The Editor of Weather, in discussion with the Weather Board, the recommendation for the Gordon Manley Weather Award.

Members will be required to submit anonymous evaluations of the nominations for Awards ahead of the annual meeting, using criteria and platform provided by the Society.

Making recommendations to Council about any proposals for:

- New Awards or changes to existing Awards;
- Election to Honorary Fellowship of the Society;
- About any nominations for Awards that are awarded by other bodies.

### **Membership:**

The Committee shall be chaired by the President. The membership will comprise a small group of representatives from across the meteorological community and the Society membership who can provide support to the Committee in identifying suitable award-winners from those nominated.

Awards committee members (other than the President) usually serve a 3 year term. The Committee will complete a skills and expertise analysis every year ahead of seeking expressions of interest to serve on the committee. In the event of more expressions of interest than are required, fit to the expertise and experience gaps will be considered. In the event of two or more equally qualified volunteers, the Committee will consider the benefit of diversity of thought and perspective when selecting a Committee member.

New committee members will be supported via an induction that includes training on equality, diversity and inclusion in the context of awards.

### **Schedule of Meetings:**

New Awards Committee members shall attend an induction ahead of their first meeting to ensure that they understand the judging process for applications and undergo Awards committee specific equality, diversity and inclusion training.

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



## **The Education Committee**

### **Purpose:**

The Committee shall be responsible for developing and keeping under review the delivery of the Society's strategic plan and the annual plan of activities on formal education on weather and climate, consistent with allocated resources.

Specific responsibilities include:

- Review the progress and Societal Benefits of each of the Education programme activities, and determine priorities, in discussion with the relevant members of Society staff
- Develop partnerships with others involved in education, and work with the Head of Partnerships to explore collaboration and funding opportunities with other organisations
- Respond to consultations such as those on the National Curriculum and examination specifications
- Identify and develop investment cases for new initiatives and recommend projects suitable for large scale strategic partnerships
- The Committee will report regularly on its activities to Council.

**Membership:**

The Committee shall seek to have broad representation from meteorologists, education specialists, teachers and representatives of organisations with similar interests. The Head of Education and Science Engagement Manager shall participate in all meetings. The Chair of the Committee, or their designated representative, shall represent the Committee on Council.

**Schedule of Meetings:**

The Committee shall meet at least twice a year.

**The Fellowship Committee****Purpose:**

Council has delegated responsibility to the Fellowship Committee for the purpose of implementing the recommendations Fellowship Review and reviewing Fellowship applications.

**Specific responsibilities include:**

The Fellowship Committee shall:

- Oversee the implementation, including any consultation, of the recommendations from the Fellowship Review;
- Agree the applications policy and form for those applying for FRMetS to ensure that applicants meet the relevant criteria;
- Review the application process regularly and advise of any changes to Council;
- Review Fellowship applications in a timely manner and will do so with fairness and impartiality.
- The Committee reports directly to the Council

**Membership:**

The Fellowship Committee shall be chaired by a Vice-President of the Society and will include two other members to be appointed by the Council. Committee members will remain on the Fellowship Committee for three years. The Committee will be quorate when at least two of the three members are present.

**Schedule of Meetings:**

The Fellowship Committee shall meet on an ad-hoc basis to oversee the implementation of the recommendation of the Fellowship Review and thereafter, once a year to ensure the application process is fit for purpose. The Fellowship Committee will review applications as a virtual Committee with correspondence via email as required.

**The House Committee****Purpose:**

The Council sets the strategic direction of the Society and is responsible for taking decisions about the changes to policies, procedures, and investments and development of the executive function of the Society. The House Committee will report directly to Council and will review and develop, on behalf of Council, the key underpinning functions of the Society consistent with the strategic aims.

**Specific responsibilities include:**

- 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, data protection etc), procedures and practices (relating to the Charter, By-Laws and Standing Orders), and Society's 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 Digital Strategy and IT systems and the Society's premises;
- Reviewing the Society's commercial trading activities and arrangements;
- 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
- The Committee reports directly to the Council

**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 Finance 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 will normally meet three times a year ahead of the February, June and November meetings of Council, and additionally if required.

**The Investigations Committee****Purpose:**

The Investigations Committee shall be responsible for investigating any complaints or appeals from a Society member or about a Society member. The Investigations Committee may be required to investigate a Society member who is in breach of the provisions of By-Law 26 or may be required to review an appeal from a Society member regarding an application for Fellowship, Registered Meteorologist or Chartered Meteorologist, for example. Subsequent to any such investigation or appeal, the Investigations Committee, through its chair, shall submit a written report and make recommendations to Council.

**Specific responsibilities include:**

- Make all relevant enquiries according to the statement of regulations issued by Council under By-Law 28;
- Call any member of the Society to give evidence as it deems relevant and necessary;

- Hear evidence from the member who is alleged to be in breach of the provisions of By-law 26 and by any other witness the member wishes to put forward;
- Carry out such investigations with fairness, impartiality and thoroughness;
- Carry out such investigations as swiftly and efficiently as possible with a view to concluding its enquiries within a maximum of eight weeks;
- Submit a written report and recommendation to Council at the conclusion of such enquiries
- Regularly report on its activities to Council

### **Membership:**

The Investigations Committee shall be chaired by the General Secretary of the Society and will include two other members to be appointed by the Council. The President cannot be a member of this Committee as they may be required to make a final decision. The Committee will be quorate when at least two of the three members are present.

### **Schedule of Meetings:**

The Investigations Committee shall meet on an ad-hoc basis when requested by the Chief Executive or President of the Society to investigate a complaint of an alleged breach of By-Law 26. During such investigation, the Investigations Committee shall meet as often as necessary to ensure the investigation is thorough, fair, and comprehensive.

## **The Meetings and Conferences Committee**

### **Purpose:**

The role of the Meetings and Conferences Committee is to help facilitate and guide the organisation of diverse, high-quality Society events aimed at furthering knowledge, scientific understanding, professional or general popular education, in line with the Society's mission. Events will include national and local meetings and conferences on broad and specialised topics for members and potential members of the Society. Society conferences will have their own conference organising and scientific programme committees and will provide progress reports to the Meetings and Conferences Committee.

### **Specific responsibilities include:**

- Putting together a programme of meetings which span the broad interests of the membership and are compatible with the Society's strategic plan, ensuring that some meetings are held outside of London. Where possible the Committee shall look to encourage joint meetings and events with Local Centres and Special Interest Groups, other like-minded organisations or partners, and seek co-sponsorship where possible
- Oversee the conference programme and ensure it aligns with the Society's strategic plan and the meetings programme, and suggest representatives to sit on the conference organising and scientific programme committees.
- Helping with the organisation of occasional Summer visits
- Ensuring that the Society holds the Mason Gold Medal Lecture, the Symons Gold Medal Lecture, LF Richardson Award Lecture and other commemorative lectures, 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 coordinator for any meeting of the Society
- Monitoring the success of meetings, the number of attendees, and the costs of meetings
- Liaising with Special Interest Groups and Local Centres.
- The Committee will report regularly on its activities to Council.

### **Membership:**

In order to fulfil its role, the Committee shall have representatives from across the meteorological and climate science communities who can represent the interests of likely groups of attendees. This Committee should include as part of its membership a representative from the student community or from the student conference organising Committee. The Chair of the Committee, or their designated representative, shall represent the Committee on Council.

### **Schedule of Meetings:**

The Committee shall meet at least three times per year.

## **The Membership Development Board**

### **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 Board is responsible for developing and keeping under review the delivery of the Society's strategy relating to membership. The Board aims to ensure that the Society is focusing on 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 maximising its opportunities to deliver its charitable objectives. The Board will report directly to the Council.

### **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;
- Ensuring activities are in place to help retain and also grow membership, in line with the Strategic Plan targets;
- Regular liaison with the Professional Accreditation Board;
- Report its activities regularly to Council

### **Membership:**

The membership shall normally be appointed for a period of 3 years by consultation between the Chair of the Board and the Chief Executive of the Society. The Board shall normally include individuals to reflect the diverse membership and stakeholder community of the Society. The Board will send a representative to meetings of the Professional Accreditation Board, and shall invite the Chair of the Professional Accreditation Board to send a representative to Membership Development Board meetings. The Chair of the Board, or their designated representative, shall report to Council

### **Schedule of Meetings:**

The Board will normally meet twice in spring and autumn, and additionally if required.

### **The Nominations Committee**

#### **Purpose:**

The Nominations Committee evaluates the balance of skills, knowledge, experience and diversity of Council, and, in the light of this evaluation, prepares a description of the role and capabilities required for each particular vacancy on Council, and reviews nominations for vacancies shortlisting those who meet the necessary skills and expertise.

#### **Specific responsibilities include:**

- Evaluate the balance of skills, knowledge, experience and diversity of Council, and, in the light of this evaluation, prepare a description of the role and capabilities required for each particular vacancy on Council;
- Propose candidates for nomination by Council;
- Assess nominations received from members and draw up a shortlist of those which meet the necessary skills and expertise for each vacancy;
- Appoint members of the Awards Committee;
- Identify and nominate candidates for public honours;
- Monitor the diversity profile of candidates identified, nominated and appointed to Council and public honours;
- Identify any discrepancies in representation at each stage compared to the Society's membership and take action to overcome barriers to participation.
- Report its activities regularly to Council

#### **Nominations for Election to Council Procedures:**

- Following the June Council meeting, the Nominations Committee shall evaluate the balance of skills, knowledge, experience and diversity of Council, and, in the light of this evaluation, preparing a description of the role and capabilities required for each particular vacancy on Council to be circulated to each Fellow and Member by mid-September (usually with the September issue of Weather);
- Following the deadline for nominations (end of October), the Nominations Committee shall assess the nominations received from Fellows, Members and Council against the required skills and expertise for each vacancy and draw up a provisional list of duly qualified candidates to be approved at the February Council meeting. This list shall be circulated to each Fellow and Member by mid-March (usually with the March issue of Weather) and a ballot for election will take place (if only one candidate has been assessed by the Nominations Committee as duly qualified for a vacancy the person nominated shall be deemed to be duly elected and there will be no ballot for election to Council). Details regarding a ballot can be found in By-Law 49.

## **Membership:**

The Nominations Committee shall be chaired by the President of the Society and will include two other members who are currently or have recently been on Council. The Chair will remain on the Committee during their term as President and the other Committee members shall serve a term of three years. The Committee will be quorate when at least two of the three members are present.

## **Schedule of Meetings:**

The Nominations Committee shall normally meet twice a year: (1) following the June Council meeting; and (2) between November and the February Council meeting.

## **The Professional Accreditation Board**

### **Purpose:**

The Professional Accreditation Board is responsible for developing and keeping under review the delivery of the Society's strategy in respect of professional qualifications and certification. It advises 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. The Board is responsible to Council for the management of the Chartered Meteorologist (CMet) accreditation scheme, the Registered Meteorologist (RMet) accreditation scheme.

### **Specific responsibilities include:**

- Maintaining standards, which ensure 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 Continuing Professional Development (CPD) which all CMets and RMets shall be required to maintain in a form set out by the Board
- 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
- Ratifying, on behalf of Council, the recommendations of the interview panels for CMet applications (interview panels shall be held in person except in exceptional circumstances) that satisfy the requirements for CMet accreditation and work place assessments for RMet applications that satisfy the requirement for RMet accreditation
- 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 biennial and annual renewal, or more frequently at the discretion of the Board, of CMet and RMet seeking fresh evidence for the continuation of individual accreditations through the examination of personal CPD records
- Reporting to Council, action taken against any accredited CMet or RMet who does not provide, when requested to do so, adequate evidence of CPD
- Referring to the Investigations 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 Committee for Meteorology and helping to shape the development of future vocational qualifications
- Regular liaison with the Membership Development Board
- The Board will report directly to the Council

### **Membership:**

Board membership should comprise a balance of specialties from across the meteorological community and include members with interests relevant to both CMet, RMet. The Chair of the Society's Course Evaluation/Continuing Professional Development Panel shall be a standing member of the Accreditation Board. The Professional Accreditation Board will send a representative to meetings of the Membership Development Board and shall invite the Chair of the Membership Development Board to send a representative to Professional Accreditation Board meetings.

### **Schedule of Meetings:**

The Accreditation Board shall meet twice a year in the spring and autumn.

## **The Salary and Remuneration Committee**

### **Purpose:**

The Salary and Remuneration Committee reports to the House Committee and oversees 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 November meeting of Council, and additionally if required.

## **The Science Engagement Committee**

### **Purpose:**

The Science Engagement Committee is responsible for developing and overseeing the delivery of the Society's strategy relating to communication and engagement with the general public, government and other key stakeholders representing the interests of the meteorological profession.

The Society, as an independent authority on climate and weather, has an important role of informing the public and decision-makers in both the public and private sectors about weather and climate science and encouraging its use in evidence-based policy making. By being an active participant in these discussions the Society can provide constructive contributions that represent the interests of meteorology.

### **Specific responsibilities include:**

- To develop and implement the Society's strategy on science communication and engagement.
- To deliver on Society activities relating to science communication and science engagement; in particular:
  - a) manage the communication of weather, climate science and related disciplines to specialists and non-specialists through commissioned briefing papers, statements, website content and training resources;
  - b) engagement with Government and others with regard to policy and decision-making and providing responsive input to calls for information and evidence;
  - c) identify and work with potential collaborators and partners for the Society in delivering science engagement;
  - d) work with relevant Special Interest Groups in supporting activities relating to science engagement;
  - e) the manuscripts published in the Societies journals.
- To represent the Society's interests in meteorology and climate science to Government.
- To encourage active engagement in media activities to promote the work of the Society and as a powerful means to communicate weather and climate science.
- To enable meteorologists and climate scientists to participate in science engagement strategy of the Society.
- Seek opportunities to support the next generation of meteorological ambassadors to communicate their science through the media.

### **Membership:**

The Committee will be chaired or co-chaired by individual(s) with the relevant background in this area. Membership should comprise of a group of representatives with relevant expertise to support the Committee and act as ambassadors for the Society in relation to science engagement. The term of office is 3 years with an option to extend for a further 2 years. The Chair of the Committee, or their designated representative, shall represent the Committee on Council.

### **Schedule of Meetings:**

The Science Engagement Committee shall normally meet twice a year, in the autumn and spring, and additionally if required.

### **The Scientific Publishing Board**

#### **Purpose:**

The Scientific Publishing Board is responsible for developing and keeping under review the delivery of the Society's strategy relating to the Society's scientific publishing 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
- The Board will report directly to the Council and also advise Council on scientific publishing matters

#### **Membership:**

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

#### **Schedule of Meetings:**

The Board shall normally meet twice a year, in the spring and autumn. 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 Board.

### **The Strategic Planning Board**

#### **Purpose:**

The Council sets the strategic direction of the Society and has delegated responsibility to the Strategic Planning Board to review and develop the long-term objectives presented in the 6-year Strategic Plan. The Strategic Planning Board reports directly to Council and will oversee the review and development of initiatives to support the achievements of the Society's strategic aims.

#### **Specific responsibilities include:**

- Review annually the Society's Strategic Plan to ensure it is still fit for purpose and recommend changes to Council for approval at the autumn Council meeting;
- Review progress against the strategic objectives and report to Council;

- Provide guidance to Committees to ensure strategic objectives are met wherever possible;
- Review annually the strategic themes of the Society and ensure the annual Business Plan aligns with these themes;
- Develop the new strategic plan every three years or more frequently if required;
- Develop a coherent strategic programme in conjunction with the Societal Benefits Committee charitable activities, that aims to attract investment from strategic partners, and make recommendations to Council about potential strategic partnerships

### **Membership:**

The Committee that meets every three years to develop the Strategic Plan shall be chaired by the President and members will include senior trustees of the Society and other individuals with the relevant expertise.

A subset of this Committee will meet twice a year to monitor progress against the Strategic Plan, review the strategic themes etc will be chaired by the President and will also include the Treasurer, the General Secretary and trustees/recent trustees with relevant expertise.

The Chief Executive, the Chief Financial Officer and the Head of Partnerships 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 main Committee will be quorate when 50% or more of the standing members are present. The sub-Committee will be quorate when two-thirds of the members are in attendance.

### **Schedule of Meetings:**

The Committee will normally meet three times in the year preceding the launch of the new Strategic Plan will the final meeting ahead of the autumn Council meeting. The sub-Committee will meet twice a year, to review progress in the spring and as part of the annual Business Plan and Budget process ahead of the autumn Council meeting.

## **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 be either entitled to an annual subvention from Society funds at a level to be set by the House Committee and approved annually by Council, or shall fund their own activities either on a case-by-case basis or through an annual subscription as they shall determine by resolution. 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" 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
- Aviation Meteorology
- Climate Science
- Data Assimilation
- History of Meteorology and Physical Oceanography
- Meteorological Observing Systems

#### **Local Centres:**

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

## APPENDIX 4

### REGULATIONS FOR SOCIETY AWARDS

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

| <b>Advancing Science</b>   |          |                        |
|--|----------|------------------------|
| Mason Gold Medal and Lecture for Lifetime Achievement in Advancing Science                     | Biennial | Certificate and Medal  |
| Symons Gold Medal and Lecture for Lifetime Achievement in Advancing Science                    | Biennial | Certificate and Medal  |
| Buchan Award for Scientific Advances   | Annual   | Certificate            |
| Hugh Robert Mill Award for Precipitation Research  | Annual   | Certificate            |
| Adrian Gill Award for Advances at the Interface of Atmospheric Science and Related Disciplines | Annual   | Certificate            |
| L.F. Richardson Award and Lecture for Early Career Researchers                                 | Annual   | Certificate and £1,000 |
| Malcolm Walker Award for New Environmental Researchers   | Annual   | Certificate and £250   |
| <b>Advancing Science and Educating, Inspiring and Enthusing</b>                                |          |                        |
| Climate Science and Climate Science Communication Award  | Annual   | Certificate            |
| <b>Educating, Inspiring and Enthusing</b>  |          |                        |
| Michael Hunt Award for Increasing Public Understanding of Meteorology and its Applications.    | Annual   | Certificate            |
| Educational Award  | Annual   | Certificate            |
| Emerging Communicator Award  | Annual   | Certificate and £400   |
| Gordon Manley Weather Award  | Annual   | Certificate            |
| <b>Impact on Science, Policy and Society</b>   |          |                        |
| FitzRoy Award for Professional Meteorology   | Annual   | Certificate            |
| Award for Impact   | Annual   | Certificate            |
| Award for Innovation in Development or Use of Observations or Instrumentation                  | Annual   | Certificate            |
| Award for Innovation in Development or Use of Computational Models, Tools or Visualisations    | Annual   | Certificate            |
| <b>Contributions or Service to the Society or Profession</b>                                   |          |                        |

|   |        |                                 |
|---|--------|---------------------------------|
| Honorary Fellowship   |        | Certificate and Life Membership |
| Award for Outstanding Contribution to the Society or Profession | Annual | Certificate and Life Membership |
| Society Volunteer of the Year Award                             | Annual | Certificate and Life Membership |
| Quarterly Journal Editors' Award                                | Annual | Certificate                     |
| Atmospheric Science Editors' Award                              | Annual | Certificate                     |
| Geoscience Data Journal Editors' Award                          | Annual | Certificate                     |
| Meteorological Applications Editors' Award                      | Annual | Certificate                     |
| International Journal of Climatology Editors' Award             | Annual | Certificate                     |
| WIREs Climate Change Editors' Award                             | Annual | Certificate                     |
| Climate Resilience and Sustainability Editors' Award            | Annual | Certificate                     |

### **Regulations for the Mason Gold Medal and Lecture for Lifetime Achievement in Advancing Science**

1. The Mason Gold Medal shall be awarded to a Member or 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 Symons Gold Medal and Lecture for Lifetime Achievement in Advancing Science**

1. The Symons Gold Medal shall be awarded to a Member or Fellow of the Society 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 Buchan Award for Scientific Advances**

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, an Award termed the "Buchan Award", shall be awarded annually.
2. The Award shall be made to the author or authors of the paper or papers contributed to the Society journals in the previous 5 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 award shall be confined to members of the Society. In the case of joint or collaborative authorship the award may, at the discretion of the Council, be divided and the certificate duplicated, even if any author is not a member of the Society.
5. No group of co-authors or team shall be eligible for the award a second time. Individuals may in exceptional circumstances receive the award more than once as part of a different team or co-author group and for a different and distinct contribution to that for which they have previously received the award.

### **Regulations for the Hugh Robert Mill Award for Precipitation Research**

1. The Hugh Robert Mill Award shall be made 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 Award shall be awarded annually if a nomination of a sufficiently high standard is forthcoming.
3. The award shall not be confined to Fellows or Members of the Society.
4. No group of co-authors or team shall be eligible for the award a second time. Individuals may in exceptional circumstances receive the award more than once as part of a different team or co-author group and for a different and distinct contribution to that for which they have previously received the award.

### **Regulations for the Adrian Gill Award for Advances at the Interface of Atmospheric Science and Related Disciplines**

1. In memory of Adrian Gill, and in recognition of his outstanding scientific contributions, an award called the "Adrian Gill Award" shall be awarded annually if a nomination of a sufficiently high standard is forthcoming.
2. The Award shall be awarded to a member or members of the Society who has / have made a significant contribution(s), in the specified scientific 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 Award shall be the five consecutive calendar years preceding the year of the award.
4. No group of co-authors or team shall be eligible for the award a second time. Individuals may in exceptional circumstances receive the award more than once as part of a different team or co-author group and for a different and distinct contribution to that for which they have previously received the award.

### **Regulations for the L F Richardson Award and Lecture for Early-Career Researchers**

1. The Award shall be made 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 is currently 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 Award may be shared by co-authors but all must be eligible in terms of early career and the Award may not be awarded more than once to the same author. The Award shall only be awarded if a paper of sufficiently high quality has been published.
3. No person shall be eligible for the L.F. Richardson Award for a second time.



### **Regulations for the Malcolm Walker Award for New Environmental Researchers**

1. The Malcolm Walker Award shall be bestowed annually to recognise and encourage emerging researchers who have brought new insights into an aspect of the environmental sciences, which includes elements of meteorology and/or oceanography.
2. The application should demonstrate that the candidate has an understanding of the historical context of his/her research and is able to communicate their work to a diverse audience.
3. The application must be supported by the research supervisor(s) responsible for overseeing the work of the candidate which is to be considered for the award.

\* Emerging researchers are defined as students or researchers who have received their highest degree – undergraduate, masters or doctoral – within the past three years (excluding any parental leave falling in that period with up to one year of parental leave time added per child)

### **Regulations for the Climate Science and Climate Science Communication Award**

1. In recognition of outstanding scientific contributions in the field of climate science and proactive outreach activities to communicate climate science, the “Climate Science and Climate Science Communication Award” shall be awarded annually if a nomination of a sufficiently high standard is forthcoming.
2. The Award shall be made to a member or members of the Society who have made a significant contribution, in the field of climate science, and who have also excelled in increasing the understanding of climate science among members of the general public.
3. The period under consideration for this Award shall be the five consecutive calendar years preceding the year of the award.
4. No group of co-authors or team shall be eligible for the award a second time. Individuals may in exceptional circumstances receive the award more than once as part of a different team or co-author group and for a different and distinct contribution to that for which they have previously received the award.

### **Regulations for the Michael Hunt Award for Increasing Public Understanding of Meteorology and its Applications**

1. The Michael Hunt Award shall be made annually to individuals or collaborations for excellence in increasing the understanding of meteorology or its allied disciplines among non-specialist audiences, including members of the general public or particular groups such as mariners, schoolchildren, etc. The Award commemorates the achievements of Michael Hunt (1920-1985) who, as a TV weather person, was able to communicate his enthusiasm for the subject to his viewers (Obituary in *Weather*, 40, 408, 1985).
2. When the award is made to more than one individual, the contribution of each individual must be made clear in the nomination
3. The award shall only be made if a nomination of a sufficiently high standard is forthcoming. The award is not confined to Fellows or Members of the Society.
4. No group of co-authors or team shall be eligible for the award a second time. Individuals may in exceptional circumstances receive the award more than once as part of a different team or co-author group and for a different and distinct contribution to that for which they have previously received the award.

### **Regulations for the Education Award**

1. The Education Award shall be made annually in recognition of weather and climate teaching excellence, if a nomination of a sufficiently high standard is forthcoming.
2. The period under consideration for this Award shall be the five consecutive calendar years preceding the year of the award.
3. No person or team shall normally be eligible for the Education Award for a second time. In exceptional circumstances an individual may receive the award more than once where they are part of a different team and for a distinctly different project or activity.

### **Regulations for the Emerging Communicator Award**

1. In recognition of outstanding contributions to outreach activities and communication activities relating to meteorology and its impacts the “Emerging Communicator Award” shall be awarded annually if appropriate.
2. The Award shall be made to someone who has been communicating to the public about weather, climate or related topics for less than five years at the time of submission.
3. No person shall be eligible for the Emerging Communicator Award for a second time.

### **Regulations for the Gordon Manley Weather Award**

1. The Gordon Manley Weather Award shall be made 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 Award shall be made 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 Award shall be awarded to one individual normally but when appropriate may be awarded to co-authors. The Award shall not be confined to Fellows of the Society. No person shall be eligible for the award a second time.
4. The Award 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 FitzRoy Award for Professional Meteorology**

1. The Award shall be awarded for distinguished work in professional meteorology. Potential nominees are likely to be pursuing a career in meteorology or working in a role supporting meteorological services. This could include those working in the practice, application, advancement, support or teaching of meteorology, either alone or within an organization with management structures or offices.
2. The Award shall be made annually if a nomination of a sufficiently high standard is forthcoming.
3. The Award shall not be confined to members of the Society.
4. No person shall be eligible for the Award a second time.

## **Regulations for the Award for Impact**

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 annually if a nomination of a sufficiently high standard is forthcoming.
3. The award shall not be limited to Society members.
4. No group of co-authors or team shall be eligible for the award a second time. Individuals may in exceptional circumstances receive the award more than once as part of a different team or co-author group and for a different and distinct contribution to that for which they have previously received the award.

## **Regulations for the Award for Innovation in Development of Observations or 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 annually if a nomination of a sufficiently high standard is forthcoming.
5. The award shall not be limited to Society members.

6. No group of co-authors or team shall be eligible for the award a second time. Individuals may in exceptional circumstances receive the award more than once as part of a different team or co-author group and for a different and distinct contribution to that for which they have previously received the award.

### **Regulations for the Award for Innovation in Development of Computational Models, Tools or Visualisation**

1. The award shall recognise people or teams from within the amateur community, academia or business who have made significant contributions to the field of computational models, tools or visualization of their output.
2. Specifically, the award shall recognise an outstanding contribution in one of the following areas:
  - computational model development;
  - development of widely applicable and accessible tools to analyse or process data;
  - development of significant visualization techniques that can be shown to have had impact across the community.
3. The award shall be made annually.
4. The award shall not be limited to Society members.
5. No group of co-authors or team shall be eligible for the award a second time. Individuals may in exceptional circumstances receive the award more than once as part of a different team or co-author group and for a different and distinct contribution to that for which they have previously received the award.

### **Regulations for Honorary Fellowship**

The Regulations for Honorary Fellowship are laid down in By-Laws 11 and 12.

### **Regulations for the Award for Outstanding Contribution to The Society or Profession**

1. The award may be made annually for outstanding service to the Society or the Profession by members, members of Society committees, or Society 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 Society Volunteer of the Year Award**

1. The award may be made annually for outstanding service to the Society as a volunteer by members, members of Society committees 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.
4. No person shall normally be eligible for the award a second time and in any case not within five years.

## **Regulations for the Journal Editors' Awards**

1. An award termed the "Journal Editor Award" shall be awarded annually for each of the Society's journals (excluding Weather, for which nominations should be made to the Gordon Manley Weather Award).
2. The Award 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. The Award is not usually awarded for a paper within the journal –nominations for a paper alone should be made to an appropriate award elsewhere in the Advancing Science, or Impact on Science, Policy or Society awards.
4. No person shall normally be eligible for the award a second time and in any case not within five years.

## **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. 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 RESERVES AND INVESTMENT POLICIES

## THE RESERVES 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 in the short/medium term.
- To Provide an assurance against significant financial risks and unforeseen costs.
- Enable the medium to long-term development of the Society's aims and objectives in line with its Strategic Plan.

### Background and Introduction

The Charities Statement of Recommended Practice (SORP) requires a statement of a charity's reserves policy within its annual report, it should explain to existing and potential members, donors and other stakeholders that the level of reserves set in this policy is considered to be required to ensure financial stability. The setting of a reserves policy forms an important part of the financial management of a charity and helps trustees to fulfil their charity trustee duties.

The Society derives its primary annual income from a combination of members' subscriptions, publishing revenues and income from investments. The Society holds three types of fund: Tangible Assets (the Society headquarters at 104 Oxford Road), a Designated Legacy Fund and a General (free) Reserve. Council first approved the policy on management of the last two items on 5 December 2001 and this is kept under regular review, and at least annually.

Historically the only major demand (> £100,000) on the reserves has been in relation to the purchase of the Oxford Road Headquarters. Other demands have been comparatively small (~£60,000 spread over several years) relating to upgrade of the IT equipment and the replacement of the office heating system (~£30,000). Any world economic instability highlights a need for increased resilience to support assured future financial stability and therefore increased levels of reserves.

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 three 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 on strategic development projects of the Society 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 quarter receives a forecast of out-turn against the budget. The management accounts format is broken down into the four business areas of Publishing, Societal Benefits, Membership and Accreditation, and Underpinning Support.

Overall, the budget shall normally be set at break even, with the exception of expenditure on strategic development projects, which may fall across some or all of the business areas. The budget for strategic development projects may be funded from previous years' reserves surplus, which may have been specifically identified as ringfenced for this purpose. The budget shall be set by taking into account the gains on investments available for furthering investment in the Society's charitable objectives.

### **The Reserves - Tangible Assets**

Tangible assets, which comprise the premises, the furnishings and equipment are essential for conducting the business of the Society. 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 Free Reserves - The General Reserve**

The role of the General Reserve is to provide the financial security to enable the long-term achievement of the Society's strategic objectives, to mitigate against the major risks of the Society and to provide the financial stability to enable the flexibility to commit to short term expenditure requirements.

In line with the Society's Risk Register and its strategic and development 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 in the short and medium term (~£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).

It is considered that the level of reserves appropriate to meet the above requirements is within the range of 12-24 months of annual expenditure.

### **The Reserves - The Legacies Fund**

The policy for this fund is for protection and growth of the fund. Subject to this policy, capital gains on investments and investment dividends are used to support, in a sustained manner, the benefits primarily to individuals through Grants, Awards and Bursaries.

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 OF THE SOCIETY**

### ***The Management of Investments***

The Council, advised by the House Committee, are responsible for overseeing the Society's investments in ways which align with the Society's mission and values. In doing so they have a primary commitment to ensure that the Society holds 'responsible investments' with a secondary duty to ensure that the financial returns on investments are maximised.

Council expects companies in which they invest to demonstrate sustainable environmental practices, a strong sense of ethical social responsibility internationally and that they conduct all their operations ethically, with honesty integrity and openness. Council actively encourages investment in companies which have a firm Net Zero commitment by 2050 and have a good ESG rating. Should Fund Managers or Council become aware that these practices are not adhered to by individual companies they will be specifically excluded from the investment portfolio. The Society specifically excludes direct investment in companies involved in arms or weapons, fossil fuels or tobacco.

The management of investments is delegated by Council to a professional Fund Manager. The portfolio is kept under regular review, in addition the House Committee formally reviews performance of the portfolio twice a year and Council reviews investments at least annually. The choice of Fund Manager is kept under annual review in line with performance and the Society's investment requirements.

The Fund Manager is committed to the evaluation and reporting on the environmental, social and governance scores or the direct investments which are held, ESG factors and benchmarking form an important part of this investment policy and strategy.

### ***Choice of Investments***

Within the policy laid out above, investments may be made in cash deposits, bonds, equities, property and other alternatives. This may be done in such proportions as to keep within the Society's agreed level of exposure to investment risk (The portfolio is currently managed within a risk level of 3 out of 6 – the lower end of medium risk). The Fund Manager shall 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 revenues to support the Society's development programme and to mitigate the Society's other major risks.

Where investment is made in equity shares 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 anyone 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 market 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 recommendation of the Society's Chief Financial Officer and with the specific approval of The Treasurer.

### **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. 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, 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.

The Society's electronic files are stored and backed-up in the cloud.

Electronic copies 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;
- Council agendas, minutes and all supporting papers;
- master lists of winners of medals and awards;
- 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.

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, King'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 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.

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 for 13 years 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 Archive. Material held in the National Archives shall be retained to the standards laid down by the National 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 Archive.

## **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 £100.

#### **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  |
| APRIL   | Annual General Meeting Notice to members (including Agenda, Council's nominations for election, and any By-Law changes) |
| MAY     | Invite nominations for Society Awards   |
| JUNE    | Winners of the previous year's Awards (in Society News and on the website)  |
| JULY    |   |
| AUG     |   |
| SEPT    | Meetings Programme (Oct-June)<br>Notice to Members (including fees and call for nominations to Council)                 |
| OCT     | Membership of Council (in Society News and on the website)  |
| NOV     |   |
| DEC     |   |

## APPENDIX 10

### MEMBERSHIP FORMS

Anyone can become a member of the Society. There is an online membership joining process that can be found here [www.rmets.org/membership/join](http://www.rmets.org/membership/join).

A Fellowship of the Society is for members who make substantial contributions to meteorology and related sciences, whether as an observer, academic, teacher, professional, business person, innovator or Society volunteer. Fellowship of the Society is the highest level of membership. Fellows may use the post-nominals FRMetS as a statement of their standing in meteorology.

Fellowship is open to anyone who satisfies the following two requirements.

**Requirement 1.** Has a formal academic qualification involving meteorology, or a vocational qualification in meteorology, or long involvement in a variety of meteorological activities at a professional level or as an amateur enthusiast.

**Requirement 2.** Makes substantial contributions to promoting meteorology as a science, profession or interest.

Applicants are required to provide two referees, at least one of whom must be a Fellow of RMetS. There is an online Fellowship joining process that can be found here [www.rmets.org/membership/join](http://www.rmets.org/membership/join) and by selecting a membership type of 'Fellows I FRMetS'.

## APPENDIX 11

### CODE OF CONDUCT

Members of the Society are expected to:

- Conduct themselves in such a manner as to reflect distinction on the Society.
- Support and/or contribute to the activities of the Society.
- Refrain from making exaggerated or unwarranted claims and statements, but rather seek to make informed judgements based on sound scientific principles.
- Respect all agreements on confidentiality that have been entered into.
- Comply with national and international law.
- Refrain from engaging in activities generally recognised as being detrimental to, or incompatible with, the welfare of the general public.
- Have due regard to the need to protect the environment, human rights, and to ensure efficient use of natural resources.
- Act in accordance with the Society's commitment to promoting diversity, equality and inclusion.
- Use the name of the Society only when duly authorised.

Fellows, Chartered Meteorologists and Registered Meteorologists of the Society are expected to:

- Conduct themselves in such a manner as to reflect distinction on their profession and the Society.
- Support and/or contribute to the activities of the Society.
- Endeavour to keep abreast of relevant scientific and technical developments, and strive to improve their meteorological knowledge and competencies.
- Be prepared to pass on their knowledge to colleagues, collaborators and the general public, where confidentiality and commercial constraints allow.
- Whenever possible, publish and present their knowledge, and not knowingly take credit for work done by others, and give recognition to the work of others as appropriate.
- Where appropriate, deliver high-quality of services, respecting contractual agreements and refer requests for services which are beyond their professional capabilities to those properly qualified.
- Refrain from making exaggerated or unwarranted claims and statements, but rather seek to make informed judgements based on sound scientific principles.
- Respect all agreements on confidentiality that have been entered into.
- Comply with national and international law.
- Refrain from engaging in activities generally recognised as being detrimental to, or incompatible with, the welfare of the general public.
- Have due regard to the need to protect the environment, human rights, and to ensure efficient use of natural resources.
- Act in accordance with the Society's commitment to promoting diversity, equality and inclusion.
- Use the name of the Society only when duly authorised.

## APPENDIX 12

### DATA PROTECTION GUIDANCE NOTES

**These guidance notes are exactly that, Guidance. If in any doubt, please consult the Chief Executive.**

In addition to any responsibilities for processing personal data about members, staff applicants or other individuals, staff are also data subjects in their own right. Many staff process personal data about members on a regular basis, when writing reports or in connection with the member administration, including registration, fees, accreditation, grants, awards and matters connected with appeals and member discipline. Some staff also process information about other staff, especially in the context of recruitment and internal procedures, including those for promotion, disciplinary matters and appeals. Some staff also process data about individuals who are not staff, members or applicants, such as teachers.

Under GDPR (General Data Protection Regulation), there are six lawful bases for processing data set out in Article 6 of the GDPR. Below is a list of the Society's data subjects grouped into the categories along with the relevant lawful basis for processing their data.

- **Members'** data is lawful on the basis that it is necessary to fulfil contractual obligations with the member. (The Society can retain personal data for the purpose of fulfilling contractual obligations; however, the processing of that data must be necessary. It is necessary to process a members' personal data to fulfil our obligations to them in pursuance to the membership contract. Similarly, as membership of RMetS requires annual payment, it is necessary for us to process the bank details of members. In the alternative, it would be a legitimate interest for the Society to process members' personal data as it allows the Society to maintain an up-to-date list of members).
- Consent to process personal data **members of staff** is sought from the individual and necessary to fulfil contractual obligations with staff.
- **Event delegate** data is lawful on the basis that it is necessary to fulfil contractual obligations with the delegate. (The Society is able to collect information regarding delegates for an upcoming particular event. The Society may rely on having the legitimate interest's basis in processing delegate data in order to effectively organise a Society event. The processing of the data is necessary and registered delegates would reasonably expect to receive relevant information relating to the event in advance).
- **Individuals applying for grants** – their data is lawful on the basis that it is necessary to fulfil contractual obligations with the applicant.
- **Online shoppers'** data is lawful on the basis that it is necessary to fulfil contractual obligations with the purchaser. (The Society is able to retain personal data for the purpose of fulfilling contractual obligations. In addition, the data may be collected pursuant to a legal obligation, to account to HMRC for example. The Society can contact the online shopper to publicise shop items).
- **MetMatters newsletter subscribers'** data is lawful on the basis that there is a legitimate interest in processing the Weather Club's members' data as doing so allows information to be circulated to them.

- **Teachers'** data is lawful on the basis that there is a legitimate interest to continue to process the data and to contact the teachers/schools. The teachers certainly benefit from the processing in that they receive up to date teaching resources, and to an extent this benefits the wider public (i.e. the students).
- **Children** need particular protection when collecting and processing their personal data because they may be less aware of the risks involved. The Society's lawful basis for processing a child's personal data is usually by consent but sometimes an alternative basis may be more appropriate and provide better protection for the child. In the UK children aged 13 or over are able provide their own consent, for children under this age the Society needs to get consent from whoever holds parental responsibility for the child.
- **Contractors'** data is lawful on the basis that it is necessary to fulfil contractual obligations with the contractor. – In respect of processing the contractors' data this would be suitable provided it is done pursuant to the contract and is necessary.
- **Partner Organisations'** data is lawful on the basis that it is necessary to fulfil contractual obligations with that organisation.
- **Potential partner organisations'** – a positive opt-in consent is required to market to these organisations, to remain compliant with the Privacy and Electronic Communications Directive which prohibits direct electronic marketing without consent. An initial contact email to organisations asking for their consent moving forwards to be contacted by the Society would be appropriate.
- **All other contacts** not listed above – a positive opt-in consent is required to allow direct electronic marketing to these individuals.

Where - exceptionally - consent to process personal data needs to be sought from external individuals the following brief phrase will suffice (with variations according to the type of data and its proposed use): "The Society will need your consent to process your personal data (by which we mean your name and email address) to provide you with information about our services."

All staff have a duty to make sure that they comply with the data protection principles, which are set out in the Society's Data Protection Policy. In particular, staff must ensure that records are accurate, up-to-date, fair and kept and disposed of safely, and in accordance with the Society's policy.

All staff, including non-contracted staff, will be responsible for ensuring that data is kept securely.