

Terms of Reference

The Meetings and Conferences Committee

Purpose:

The role of the Meetings and Conferences Committee is to advance the science and its application of weather and climate by facilitating and guiding the delivery of high-quality events to a growing and increasingly diverse audience from across the meteorological community and other related disciplines.

It is responsible for shaping and keeping under review the delivery of the Society's events strategy delivering a programme which takes the following strategic objectives into consideration:

- **Accessibility:** Provide a more diverse range of event offerings through the supplementation of face-to-face meetings with virtual events, enabling increased accessibility and visibility.
- **Weather and Climate:** Ensure our programme matches the overarching mission statement for the Society.
- **Diversity:** Increase the diversity of the groups we engage with and ensure the content we deliver is inclusive.
- **Impact:** Improve our ability to measure the impact of the activities we undertake.
- **Partnerships:** Maintain existing and develop new appropriate partnerships.
- **Reach:** Maximise our reach, drive bigger audiences, and distribute our event content further.
- **Engagement:** Provide content which encourages attendees to become new members and current members to attend.

The committee oversees this Programme on behalf of Council and aims to deliver a full and varied programme of events.

The Society normally hosts between 50 to 70 events a year including Conferences, National Meetings, Special Interest Groups, and Local Centres.

Committee responsibilities include:

- Putting together a programme of events that span the broad interests of the membership, ensuring that some events are hosted outside of London. Where possible the Committee shall look to encourage joint events with other like-minded organisations or partners.
- Supporting larger events, which will typically have their own organising and programme committees and ensuring complementary themes and a blended schedule of events across the year.
- Ensuring that the Society holds the Mason Gold Medal Lecture, the Symons Gold Medal Lecture and other commemorative events, as appropriate.
- Publishing and maintaining Meeting Guidelines, with instructions to meeting managers (typically a Committee member), programme organisers, rapporteurs and speakers.
- Monitoring the success of meetings and the number of attendees.
- Liaising with Special Interest Groups and Local Centres.
- The Committee will report regularly on its activities to Societal Benefits Board.

Membership:

Committee membership should comprise a balance of specialities from across the meteorological and climate science community who can represent the interests of likely groups of attendees. The committee seeks to have representation from interested partners and parties and have as part of its membership a representative from the student community.

The Chair of the Committee, or their designated representative, shall represent the Committee on Council and on the Societal Benefits Board.

Each committee members serves a 5-year term of office.

Schedule of Meetings:

The Committee shall meet at least three times per year.