



Society of Operations Engineers

PROFESSIONAL SECTOR COUNCIL (PSC) TERMS OF REFERENCE

ROLE

To manage the industry-specific activities and services appropriate to the Professional Sector's membership within operational budgets and business plans approved by the Board. Although PSC members' activities must be in keeping with the Society's aims and charitable objectives, PSC members are not, other than in the case of members who also sit on the Board, directors or trustees of the Society.

RESPONSIBILITIES

PSCs' responsibilities include, but are not limited to:

- Ensuring that all activities, services and communications are compatible with the Society's overall corporate aims, values, culture, branding etc
- Setting, each year, operational plans and budgets in line with the Society's Strategic Plan, for approval by the Board, and identifying such members or non-members for co-option to assist with specific tasks
- Developing, implementing and monitoring initiatives and services to increase the Society's individual and Industry Partner membership and develop new avenues and opportunities for recruitment and retention
- Overseeing the Society's regional activities within policy prescribed by the Board and monitoring the functioning and financing of centres, branches and regional groups
- Encouraging young members actively to participate in the PS activities, both nationally and regionally
- Developing initiatives and services that will attract young people to the Society, including web-based services, events, publications, special interest groups
- Liaising with young member sections of other bodies to share, coordinate and develop ideas and initiatives
- Keeping abreast of government, academic, industry and competitor activities, initiatives and events and providing specialised advice and input as requested by outside bodies
- Developing and implementing proposals for conferences, seminars, exhibitions and other PS activities and events
- Seeking opportunities for building the portfolio of events through co-badging and co-sponsoring other bodies' events
- Co-operating with the Membership and Professional Standards Committee in matters relating to Continuing Professional Development (CPD)
- Undertaking other specific tasks as may be from time to time assigned by the Board
- Establishing and overseeing working groups to undertake specific tasks, as may be required.

DUTIES

PSCs' duties include, but are not limited to:

- Monitoring the content of the PS journal, maximising opportunities to develop its quality
- Monitoring the journal's editorial contract and financial performance
- Identifying opportunities to increase the additional income generated by publications



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- Organising technical investigations, research and trials in support of the Society's charitable aims and disseminating the results
- Developing and maintaining a swift response system and liaising with other bodies, authorities and government to contribute to the development of relevant PS engineering initiatives, standards and legislation
- Stimulating debate on developments related to the PS engineering speciality
- Identifying and recommending key individuals to speak at Society technical national/regional events and technical events organised by other bodies if invited to do so
- Contributing to the development and maintenance of the Society's website

CHAIR

Each PSC will choose annually from its elected members a Chair and Vice-Chair, who must be corporate members of the Society. PSC Chairs and Vice-Chairs will serve a maximum period of three years. The Chair of each PSC will represent that PS on the Society Trustee Board as a Vice-President of the Society and will report all PS recommendations and budget requests to the Trustee Board.

MEMBERSHIP

The PSCs' membership will comprise a combination of corporate members elected by the membership of each PS and co-opted members, up to a maximum of eight elected members and six co-opted members, totalling not more than 12 members: the number of co-opted members shall not exceed the number of elected members on any PSC. Society members, and non-members, may be co-opted to the Councils to assist with specific projects for one year, renewable to a maximum of three years. Co-optees should be selected to be representative of the diversity of the PS membership as well as providing the required skills and knowledge. It is at the discretion of the PSC whether or not co-opted members are able to vote on matters relating to their specific area of expertise.

QUORUM

Five voting members.

FREQUENCY OF MEETINGS

The PSCs will meet as necessary but not less than twice a year, spread throughout the year to fit in a few weeks prior to Trustee Board meetings so that recent PSC business can be reported to the Trustee Board without undue delay.

REPORTING

Each PSC will report directly to the Trustee Board via its minutes and by representation from its Chair.

STAFF CO-ORDINATOR

The Executive Director will assign a staff member to each PSC to act as Co-ordinator. Other staff members may attend PSC meetings as and when required.