

Industry and Technology Forum Executive (ITFEX)

Terms of Reference

The Industry and Technology Forum is directed and administered by an Elected Executive. The remit and composition of the Executive is given below.

1.0 Aims

The principal aims of the Executive are to:

- 1.1 Promote the application of chemical sciences across industry and commerce
- 1.2 Influence and work with Government and its agencies, to promote the application of the skills of chemical scientists in industry
- 1.3 Facilitate effective links between industry and academia to promote technology transfer and innovation
- 1.4 Build links with relevant external organisations to ensure effective communication and networking across disciplines
- 1.5 Work closely and network with relevant Interest Groups within the RSC to ensure coherence in our activities and effective communication with RSC members
- 1.6 Advise the RSC on new developments, key policy issues and key areas for new initiatives in industry and commerce
- 1.7 Focus on meeting the training needs of chemical scientists working in industry or working to acquire the skills to do so
- 1.8 Set, drive and implement strategic initiatives for those working in the chemical and related industries in line with the overall RSC strategy

2.0 Membership

The membership of the Executive will comprise:

- 2.1 President (two year term of office)

- 2.2 President Elect (two year term of office)
- 2.3 Up to twelve General Members (three year term of office, three members retire every July)

To best reflect the membership of the Forum, the distribution of industry sectors in which ITF members work should, where possible, be mirrored by the industry sectors represented on the Executive. The membership of the Division should be reviewed regularly, at no more than three year intervals, to ensure changes in the membership profile are reflected in the Executive composition.

To best reflect the current membership of the Division the full members of the Executive should, where possible, represent the industry sectors as listed below:

- 2.3.1 pharmaceuticals (three members)
- 2.3.2 process and development / manufacturing (two members)
- 2.3.3 services company sector e.g. analytical, high throughput synthesis or health & safety (one member)
- 2.3.4 coatings, paints, inks (one member)
- 2.3.5 small company / consultant (e.g. biopharma) (one member)
- 2.3.6 specialised organics (one member)
- 2.3.7 materials/plastics (one member)
- 2.3.8 petrochemicals (one member)
- 2.3.9 soaps / detergents / cosmetics / toiletries (one member)
- 2.3.10 food (one member).

A recent analysis of IAD members in industry found that around 70% are less than 50 years old. Where appropriate, younger members of industry should be encouraged to fill some of these positions and may include, for example, the CIA Young Person of the Year.

RSC staff invited to attend all meetings will include the:

- Chief Executive
- Director, Science and Technology
- Secretary of the Industry and Technology

Forum

Awards Manager

3.0 **President**

The President and Chairman of the Executive will be the retiring President Elect, who is to be an RSC member from industry who is acceptable to the Executive and has been previously elected to the office of President Elect by the Industry and Technology Forum. If it is not practicable for the President Elect to become ITF President, any member of the Forum other than the retiring Immediate Past President or President may stand for election, as described in the Rules of the Forum.

4.0 **Co-opted or invited members**

Members may be invited to attend with the President's approval for specific purposes. They will have non-voting rights. Co-opted members should be invited for specific items and be corresponding members.

5.0 **Meetings**

Meetings will be held four times a year in January, April, June and October. The June meeting will be held at Burlington House and the other meetings shall be hosted, where possible, at company locations in the UK

6.0 **Quorum**

Five of the fifteen full members in person or by telephone or videoconference shall constitute a quorum.

7.0 **Decision making**

Decisions shall be reached by consensus during meetings or in between meetings by email with a two week deadline.

8.0 **Reporting**

The Executive shall report to the RSC Science & Technology Board.

9.0 **Secretariat**

Responsibility for organising the meetings, producing meeting minutes and progressing subsequent actions shall rest with the RSC Secretary to the Industry and Technology Forum.

10.0 **ITFEX Member Profile**

When nominating candidates for vacant positions on the Executive

the following specification should be considered:

RSC Membership

Candidates must be a member of the RSC and of the Industry and Technology Forum.

Expertise

Working knowledge of one or more of the industries listed in the Executive composition is essential. Previous experience within RSC Interest Groups may be beneficial to the nominee.

Stature

Candidates should have considerable experience and would ideally work at a senior level. Where possible young people should be encouraged to stand for election to the ITF Executive.

Availability

ITFEX meets four times a year, at various locations within the UK; this may involve an overnight stay. Candidates should be prepared to spend 4-6 days on ITFEX business and to progress the activities of the Industry and Technology Forum outside of Forum Executive meetings. Nominees should be keen to work within sub committees (which may be virtual groups) to design and steer projects to support and promote the application of chemical sciences across industry and commerce.

Personal characteristics

Candidates should be enthusiastic about and committed to the objectives of the ITF Executive. An ideal candidate would have sufficient time, energy and creativity to further the activities of the Forum to benefit chemical scientists working in industry or working to acquire the skills to do so.