



## Royal Society of New South Wales and Learned Academies Annual Forum Planning Committee

### Terms of Reference

## 1. Introduction

### 1.1 Background

The Royal Society of NSW (RSNSW) traces its origins to the Philosophical Society of Australasia, which was established on 27 June 1821. The Society received Royal Assent in 1866 and was incorporated by an Act of the NSW Parliament in 1881.

Today, the Society is an inclusive learned institution that aims to enrich lives through knowledge and inquiry. It encompasses a diverse group of people who are dedicated to ideas that matter and contributing to a just, secure, and sustainable society by:

- Mobilising the multidisciplinary expertise of Society members
- Providing authentic and authoritative information
- Addressing national and global challenges
- Recognising and promoting excellence.

### 1.2 Organisational Structure

The Council is responsible for delivering the initiatives of the 2021-23 Strategic Plan.

The organisational structure of the Society has been conceived as a collection of programs that is designed and implemented by Council and its Committees. The Committees will undertake the detailed work of the Society, providing reports and advice to Council on the present and future conduct of the programs.

This document sets out the roles and responsibilities of the RSNSW and Learned Academies Annual Forum Planning Committee, in accordance with the Society's Rules, Values, Strategic Plan, Policies, Programs, and Council Handbook.

## 2. Role and Responsibilities

The purpose of this Committee is to lead the Annual Forum held at Government House, Sydney in partnership with the Learned Academies on behalf of Council. The Program is designed to draw together, in one day, authoritative voices from the natural, technological and social sciences, and the humanities, to consider high impact issues in a way that will inform Australian public policy and public opinion in the decades ahead.

### 2.1 Program

The Committee will undertake the following activities:

### 2.1.1 The Planning Committee

- The Planning Committee is responsible for the overall delivery of the Forum and will undertake the following activities beginning in January of each year:
  - Constitute a Program Committee, reporting to the Planning Committee, to determine the theme of that year's Forum (see 2.1.2).
  - Establish the date for the Forum with Government House, Sydney.
  - Appoint Committee members to specific 'cabinet' roles, in addition to the role of Chair of the Program Committee, noting that one person may hold more than one portfolio. These eight roles and responsibilities will include:
    - a) Government House Relations
    - b) Government Relations — including contact with the NSW Government and NSW Chief Scientist and Engineer
    - c) Sponsorship and Budget — including responsibility for obtaining additional sponsorship, overseeing funds from RSNSW and other sponsors, preparing and monitoring the budget, and reporting of costs
    - d) Audio-visual arrangements — including obtaining comparative estimates from alternative providers to secure best results for face-to-face and online access; included in work will be the preparation of the transcript of proceedings, which is sent to the Journal Editor; arrangements for the recording, livestreaming and subsequent editing of each speaker's video presentation; and arrangements for making available presentations through video streaming platforms (e.g., YouTube) and via Society and Academy website
    - e) Diplomatic relations — with the Learned Academies
    - f) Media & Communication — including liaison with the press/media
    - g) Editorial — liaison with editor of RSNSW Journal and website.
  - Prepare invitations for individuals to attend the event as a member of the audience, in person at Government House (not to exceed 140) or virtually (via online ticketing technology platforms). The audience will be drawn from the RSNSW, the Learned Academies, undergraduate students from different Faculties in NSW Universities and an agreed list of special guests.
  - Undertake a post-Forum survey of attendees.
  - Ensure that speakers and other relevant people receive an official letter of thanks from the President.

### 2.1.2 The Program Committee

The Program Committee will undertake the following activities beginning in January:

- Seek and review expressions of interest for the theme of the Forum, meet with the Planning Committee to agree on the final selection of the theme by no later than the end of March.
- Identify and invite speakers, moderators, and rapporteur, approaching all in person or by phone, and confirming by email. Once each person approached has agreed to contribute, arrange an official letter of invitation from the President. Travel and accommodation expenses will be made available if needed (hitherto, few have made this request).
- The letter from the President should request short biographies, abstracts, and images (head shots), and agreement in principle to prepare a paper for

publication in the RSNSW Journal and to have their presentations recorded for delivery online.

- Prepare the draft Program, including Foreword, Sessions, biographies and Abstracts – see previous Programs as guide.
- Arrange meetings with the Moderator and Speakers in each individual Session in September to rehearse the presentations.
- Liaise with Government House regarding contributions as necessary to the Governor's speech.
- Prepare Reports about the Forum for Council, the website and the Bulletin during before and after the Forum.

## 2.2 Policies and Guidelines

The Society has several documents that govern the processes for each Committee:

- Diversity and Inclusion Policy
- Conflict of Interest Policy
- Fundraising Guidelines
- Council Handbook.

These documents will be made available to the Committee by the Secretary of the Society.

## 3. Committee Composition

### 3.1 Members

#### 3.1.1 Planning Committee

- The Council appoints Committee Members who are members of the Society, who are not necessarily members of Council. In certain circumstances Council may determine that a representative of a partner organisation should also be a member of a Committee to further the missions of each organisation. It is not essential for these representatives to be members of the Planning Committee.
- Rule 21 states that the President and the Secretary are ex officio members of all Committees and have the right but not the obligation to attend Committee meetings.
- It would be desirable to have cross-representation with the Events Committee.
- The Webmaster and Journal Editor will be members of this Committee
- Council will ensure that the Forum Planning Committee membership meets the requirements of the Diversity and Inclusion Policy.
- Committee members are appointed for a one-year term from January.

#### 3.1.2 Program Committee

- Will be chaired by a member of the Forum Planning Committee.
- At least one representative of each of the Learned Academies will be invited to join the Committee. RSNSW Planning Committee members, other than the Chair of the Program Committee, can nominate to join the Program Committee.

### 3.2 Chair

#### 3.2.1 Planning Committee

- The Chair of the committee is appointed by resolution of Council and preferably is a current member of Council.
- The Chair has the responsibility for:

- Making committee membership recommendations to the Executive Committee to endorse and forward to Council for approval
- Ensuring that the Committee develops and maintains a work plan for the Annual Forum Program
- Developing, with assistance from the Committee Secretary, agendas for formal business meetings of the Committee
- Reporting on the Annual Forum Program work plan activities to each Council meeting using the standard reporting template.
- Ensuring effective communication and engagement, as appropriate, with other Council Committees, Office-bearers, key Society appointees, Branches, and relevant partner organisations (including service providers) for the conduct of the business of the committee
- Ensuring that Annual Forum Committee activities comply with Policies and Council Handbook requirements.

### 3.2.2. Program Committee

- The Planning Committee will appoint one of its members as Chair of the Program Committee
- The Chair has the responsibility for completion of all of the activities outlined in 2.12 including:
  - Liaising with the Learned Academies regarding nomination of their respective representative on the Program Committee
  - Conducting the necessary meetings to select the theme for the Forum and identify potential speakers
  - Inviting and confirming speakers, moderator(s) and rapporteur
  - Communicating with Government House about the roles of the Governor at the Forum, including opening proceedings on the day.

## 3.3 Secretary

3.3.1 The Planning Committee Secretary is appointed from within the Committee membership, other than the Committee Chair and has the responsibility for:

- Arranging the Committee venue for meetings
- Working with the Chair to develop the meeting agenda and preparing it with the standard agenda template. (Refer to Agendas and Minutes for 2020 Planning Committee Meetings and seek advice as necessary from former Forum Convenors and Planning Committee Members)
- Circulating draft minutes including action of any meeting to all Committee members within one week of each meeting, writing meeting minutes using the standard template, and with the Chair's approval, circulating the minutes to Committee members within two weeks of each meeting
- Tracking subsequent actions from meetings
- In advance of each Council Meeting, providing the Society Secretary with the Chair-approved report on Annual Forum Program activities using the standard Council reporting template
- Ensuring that the agendas, minutes, actions, and any other relevant material are stored in the Annual Forum Planning Committee collaborative space and are accessible to all Committee members

- Liaising with the Society's Webmaster to ensure that the Committee's decisions are reflected on the website, as appropriate.

3.3.2 The Program Committee Secretary, who could be the Chair of the Program Committee or another member of the Program Committee selected by the Program Committee, will be responsible for:

- Arranging the Committee venue for meetings
- Working with the Chair to develop the meeting agenda and preparing it with the standard agenda template
- Circulating draft minutes including actions of any meeting to all Committee members within one week of each meeting, writing meeting minutes using the standard template, and with the Chair's approval, circulating the minutes to Committee members within two weeks of each meeting
- Tracking subsequent actions from meetings
- Preparing reports for Planning Committee meetings

## 4. Expert Advisors

- 4.1 The Committee may engage suitable advisors who are not necessarily members of the Society to provide the Committee with expert, independent advice, provided that if any expenditure is required that it must be authorised by the Executive Committee on behalf of Council.
- 4.2 The Committee is not bound by the independent advice it receives, but it is responsible for advice it provides to Council.

## 5. Meetings

### 5.1 Formal Meetings

- 5.1.1 The Committee conducts its business by formal meetings, the dates being determined annually in advance to facilitate reporting to Council meetings.
- 5.1.2 An agenda for each formal meeting, prepared using the standard template, and any relevant supporting documents will be forwarded to each Committee member at least seven (7) days prior to the date of the meeting, unless otherwise agreed by all Committee members.
- 5.1.3 The quorum for Committee meetings shall be the number which exceeds one half of the Committee members provided that at least one of those present is the Committee Chair or Committee Secretary.
- 5.1.4 The Committee Chair has a deliberative and a casting vote.
- 5.1.5 In the Chair's absence, the Committee shall choose another Committee member to chair the meeting.
- 5.1.6 An additional meeting of the Committee may be called at the written request of two or more Committee members.

### 5.2 Informal Meetings

- 5.2.1 The Committee may conduct routine business by appropriate means, provided that all Committee members are apprised of the decisions in writing and that a record of those decisions is included in the Annual Forum Planning Committee collaborative space and in the Committee's report to Council.

5.2.2 Informal meetings may take place as frequently as required.

## 6. Key Dates

Date Originated	March 2021 (Council Approval)
Date of last review	N/A
Date of next planned review	Jan 2023 by the 2022 Annual Forum Planning Committee for submission to Council
Designated Owner	Annual Forum Planning Committee Chair