

## **BIOLOGY OUTREACH COMMITTEE TERMS OF REFERENCE**

### **Remit**

To develop, co-ordinate and promote the Department's outreach activities. The Biology Outreach Committee takes into account equal opportunities in its work.

### **Definition of Outreach**

*"Outreach is defined as any activity that involves a contact external to the University to promote science and technology in the wider community or to provide short training courses and/or continued professional development."*

The definition includes :

- activities by any member of staff or Biology student that involves them as a representative of the University or Department whether or not this is directly related to their normal job role;
- contacts with the general public, community groups, schools and industry, whether directly or through other departments within the University.

Specifically excluded from the definition are :

- any matters relating to intellectual property transfer, consultancy or research contracts;
- presentations at normal scientific conferences or publications in normal scientific journals and books;
- normal activities associated with undergraduate and post graduate admissions and teaching.

### **Reporting Structure**

*Reports to:* Departmental Strategy Group  
*Considers minutes from:* None

Non-starred minutes of the Biology Outreach Committee are available within the Department (location to be defined) and provided to other outreach committees and groups within the University as appropriate.

## **Membership**

John Pillmoor (Chair and Strategy Group Link)  
Adrian Harrison (Biology Outreach co-ordinator)  
Ottoline Leyser (Research Committee and Academic staff representative)  
Caroline Calvert (CNAP representative)  
Thorunn Helagson ( Academic representative )  
Nicola Charlton ( Technical representative )  
Joanne Brighton (Secretary)  
Jasper Green (Post graduate representative)  
Baur Aituov (Undergraduate representative)

## **Specific Functions**

1. To develop and maintain the Departmental policy and guidelines for those involved in outreach;
2. To develop and maintain a database of outreach activities;
3. To develop and publicise the outreach resources available within the Department;
4. To provide summary data regarding outreach activities within the Department;
5. To prioritise and allocate bids for the outreach funds provided by the Department;
6. To liaise with other outreach and CPD committees / working groups within the University (e.g. the National Academy for Education in Science Teaching);
7. To identify and facilitate applications to obtain external funding to support the outreach activities of the Department.

## **Frequency of Meetings**

Normally once per term (3 times per year)

**These Terms of Reference were agreed at the 16th March 2006 meeting of the Biology Outreach Committee and are subject to modification in the light of experience.**