

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.