



TRUSTEE BOARD COMMITTEE:  
**INSTITUTE OF PROFESSIONAL SOIL SCIENTISTS**  
TERMS OF REFERENCE



## **1.0 THE IPSS**

- 1.1 The British Society of Soil Science (BSSS) is a membership organisation whose mission is 'to advance the study of soil and to promote a better understanding of soil, nationally and internationally.' BSSS is a company limited by guarantee under The Companies Act 2006. It is also a Registered Charity (No. 1134456) under the Charity Act 2006. The Governing Documents for the Society are the **Memorandum of Association and Articles of Association** (the Articles) incorporated on 21 December 2009 and **Bye-Laws** adopted by the Trustee Board on 30<sup>th</sup> July 2010.
- 1.2 Under 12.2 of the Articles and 10.1 of the Bye-Laws, the Trustees shall establish a committee of the Trustee Board called the Institute of Professional Soil Scientists (IPSS) to manage the business that was formally undertaken by the unincorporated IPSS.
- 1.3 As defined in the Bye-Laws (1 and 10.1), the IPSS is the 'Professional Body', which means it represents the Professional Members of the Society.
- 1.4 Details of membership and a Code of Conduct for Professional Members of the Society are set out in the Society's Governing Documents above.

## **2.0 FUNCTIONS OF THE IPSS**

- 2.1 In accordance with 10.1.3 of the Bye-Laws, the functions of the IPSS are to:
  - (a) promote guidance on professional practice and keep Professional Members of the Society informed of new developments and professional opportunities;
  - (b) in liaison with the Council and relevant Committees, monitor relevant external issues, promote soil science as a professional discipline and engage with central and local government, industry, and the general public to expand the application of professional soil science for the good of society and the environment;
  - (c) represent the views of Professional Members of the Society internally and externally in liaison with the Council and relevant Committees;
  - (d) promote the adoption of appropriate professional standards in all work involving soil science through the publication of professional competency statements for use by government, industry and the general public when conducting or contracting out soil science work;
  - (e) provide certification and accreditation of members and offering soil scientists a route to qualification as Chartered Scientist;
  - (f) encourage Professional Members to pursue and record their Continuing Professional Development (CPD) and provide guidance and feedback on this where necessary, and work with the Education Committee to provide opportunities for CPD;
  - (g) in liaison with the Education Committee, investigate the potential of accrediting suitable university level courses;

- (h) set and review Professional Membership administration regulations including grades and fees;
- (i) assist the Executive Officer/Secretariat of BSSS with the circulation of a regular newsletter and information on professional matters for members of the Society;
- (j) convene and organise an annual meeting for Professional Members of the Society, usually in the autumn; this will usually involve a conference on a topical professional topic of relevance to Professional Members; and
- (k) continually assess the content and relevance of IPSS meetings and conferences to ensure that they support the needs of the Professional Membership and are relevant to society at large.

### **3.0 IPSS COMMITTEE MEMBERS**

3.1 The IPSS Committee shall comprise at least one Trustee (re 13.1 of the Articles), one Chair, six executive committee members and three non-executive committee members as follows:

- Chair;
- Vice Chair (executive);
- Past Chair (executive);
- Science Council Representative (executive);
- Member of Membership Sub-committee (executive);
- Member of Membership Sub-committee (executive);
- Representative on Education Committee (executive);
- Representative on Education Committee (executive); and
- Three Non-Executive Committee Members.

### **4.0 METHOD OF WORKING**

4.1 With exception of the Trustee, the IPSS Committee Members shall be representative of the Member and Fellow grades of the Professional Membership of the Society.

4.2 The Chair of the IPSS shall not hold the office of Chair for more than three years in succession but shall then be eligible for re-election on a different committee post. The outgoing Chair shall be succeeded by the Vice Chair.

4.3 No person may occupy an executive post for more than three years in succession but after three years shall be eligible for re-election in the same or different post.

4.4 No person shall hold office as a non-executive member of IPSS Committee for more than three years in succession but after three years shall be eligible for election for an executive post on the IPSS.

4.5 Elections of IPSS committee members shall be made by vote at the BSSS annual meeting in accordance with the By-Laws.

4.6 As per 3.1 above, the IPSS Committee shall comprise a reporting sub-committee called the 'Membership Sub-Committee' comprising two members of the main IPSS Committee to consider applications for Professional Membership, Professional Fellowship, Chartered Scientist and to assess CPD returns from Professional Members of the Society. Meetings of the sub-committee will take place prior to meetings of the main IPSS Committee, as required.

- 4.7 The IPSS Committee will meet at least twice annually, usually in the spring and the autumn.
- 4.8 In accordance with 10.16 of the Bye-Laws, the IPSS Committee shall report to the Council and Trustee Board at least once in every financial year of the Society.