



BERA

BRITISH EDUCATIONAL RESEARCH ASSOCIATION

BERA Handbook – List of Policies

Policy	Owner ¹	Office Lead ²	First adopted	Last updated	Next update due
Articles of Association	AGM	ED	September 2012	September 2018	September 2020
Governance and Council	Council	ED	September 2012	September 2018	September 2021
Trustee Role Description and Role Specifications	Council	ED	May 2017	May 2017	May 2020
Committee Remits	Council	ED	May 2014	May 2017	May 2020
Procedure for filling Council vacancies	Council	ED	September 2015	September 2018	May 2021
Conflicts of Interest	Council	ED	January 2017	May 2017	January 2020
Code of Conduct	Council	ED	May 2015	September 2018	May 2021
Journal Terms of Reference	Publications Committee	PM	January 2014	June 2018	June 2021
Award Judging Criteria and Process	Engagement Committee	MEM	March 2015	March 2018	March 2020
SIG Handbook and Guidance	Engagement Committee	MEM	January 2013	October 2017	October 2019
Travel & Expenses policy	BERA Office	ED	September 2012	January 2018	May 2019
Financial Procedures	Finance & Operations Committee ³	ED	September 2013	October 2017	December 2020
Internal Financial Procedures	Finance and Operations Committee	ED	June 2018	June 2019	June 2021
Investments Policy	Finance & Operations Committee	ED	September 2013	November 2018	October 2022
Data Protection Policy	Finance and Operations Committee	ED	September 2013	July 2018	July 2022
Information Security Policy	Finance & Operations Committee	ED	N/A Previously adopted IOE policy	September 2017	September 2020
Safeguarding Policy	Finance and Operations Committee	ED	November 2018	November 2018	October 2021

¹ For any major changes of policy. May be updated by the BERA Office to reflect administrative changes (e.g. names of committees, changes in process)

² ED = Executive Director, MEM = Membership & Engagement Manager, PM = Publications Manager

³ As above



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Email Retention Policy	Finance and Operations Committee	ED	June 2019	June 2019	June 2022
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