



## **Committee Remits**

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### **British Educational Research Association**

Company Limited by Guarantee

Company Number 08284220, Registered Charity Number 1150237

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## Committee Role and Functions

BERA Council may establish standing committees, working groups or other project teams to support its business in line with the agreed strategic objectives.

All sub-committees and working groups should include at least one member of Council to ensure effective reporting and accountability. Ordinary members of committees will be drawn from the membership of Council or the wider BERA membership. Anyone serving on a BERA committee must be a fully paid up member of BERA (preferably through direct debit) or they will be ineligible.

Sub-committees and working groups may also draw on the expertise and experience of non-Council members and representatives from other organisations where relevant.

The standing committees will have the ability and resources to manage activity specified in their remits and within the BERA annual budgets.

Processes for appointment, both to fill gaps and for open-calls, of BERA members to standing committees must be transparent.

Membership of standing committees shall ordinarily be for a term of three years. Term lengths can be extended on an ad-hoc basis and members may sit for more than one term.

Chairs of standing committees are directly elected to position and must be full members of Council. Not all members of Council are expected to serve on a committee.

The protocol for appointing Council members to committees is as follows:

- Committee Chairs will be consulted on the main activities of their Committee in the preceding year, and the top three priorities as they see them for their Committee in the year going forward and any experience or skills gaps they may require moving forward.
- GPC will consult existing and newly elected members of Council to elicit:
  - i. the breadth of skills they bring to BERA and that are most relevant to its activities
  - ii. any areas of BERA's activities to which they might wish to contribute
  - iii. a realistic assessment of the time they can place at BERA's disposal during their term of office
- GPC will also consult the BERA Office for their advice in the light of their expertise and to ensure a good working relationship is sustained.
- GPC will then use this information to establish how they might make best use of the diverse skill sets that individual Council members bring to BERA, taking into account the priorities for action emerging within the different committees and the strategic direction set within the Council more broadly for the year ahead. Elected members will be allocated to the various committees in this light.
- In making these decisions GPC will bear in mind how BERA's collective interests and public profile can be best served through the appointments to roles and committees that they make.

Office staff will be ex officio members of the appropriate committees and are invited to attend all committee meetings. They are there to offer professional insight, specialist expertise and advice on the committee's activities as well as ensure that the resources required are available to fulfil tasks. Whilst not able to vote, their contribution is regarded as vital to the work of the committees and should be taken into full consideration.

## **Committee Remit – General Purposes Committee (GPC)**

GPC work in close cooperation with the Council as the *de facto* executive committee of BERA. In addition, Council delegates authority to GPC to act on behalf of the Association as required, particularly when decisions are needed urgently. Each of the standing committees is represented on the GPC alongside BERA Officers.

### **Membership**

- BERA President (Chair)
- Vice-President
- Treasurer (Finance & Operations Chair)
- Publications Chair
- Conference & Events Chair
- Engagement Chair
- Executive Director (ex officio)

Other office holders and staff may be invited to attend or to join for a limited period.

### **Principal duties and responsibilities:**

Ensure that

- In all of its activities BERA works towards its three strategic objectives: to advance research quality, build research capacity and foster research engagement in the education field
- That the charitable status of the organisation is upheld and the Trustee role that Council members undertake fully understood
- The organisation is characterised by good governance processes and procedures in line with its charitable status
- Decisions are taken openly and transparently in the interests of the organisation and its diverse membership

### **Remit**

- Monitoring and reviewing of all BERA activities in line with Council's strategic direction
- Strategic co-ordination and planning of BERA's activities ensuring that organisational priorities are shared and appropriate resources allocated against strategic objectives.
- Coordination and review of all committee, working-group and project business, ensuring that academic input is given where appropriate and progress towards strategic objectives is monitored.
- Keep informed of and help shape the President's role in representing BERA externally
- Forward planning and operational decision-making, to inform Council's strategic oversight and facilitate policy development
- Nominations to external bodies
- Overseeing external liaison and consultation responses in areas where research evidence can usefully be brought to bear, in line with BERA's charitable objectives
- Consider what weight should be given to any new activities that Council might wish to consider in pursuit of BERA's charitable objectives and considering what weight they should be given in the light of the organisation's current strategic priorities; and the available financial and material resources e.g. staff and members' time and the current finances;

- Keeping up-to date our Strategic plan and ensuring that organisational activity works within its parameters. (The strategic plan is to be reviewed at least every five years)
- Ad hoc business requiring urgent decision/action

### **Frequency of meetings**

The Committee shall meet not less than three times a year normally between each Council meeting, and at such other times as it considers necessary. Meetings are ordinarily held at BERA's offices in central London, full expenses paid.

### **Additional information**

The above list is indicative only and not exhaustive. Committee Members will be expected to perform all such additional duties as are reasonably commensurate with the role.

## **Committee Remit – Finance and Operations Committee**

This committee works closely alongside GPC in ensuring that BERA's finances and operations can support the organisation's strategic objectives and planned activities. It has regular oversight of financial matters and operational relationships including contract letting, together with responsibility for overseeing HR policies, including staff development and review, and other broad arrangements that affect terms and conditions of BERA employees

### **Membership**

- BERA Treasurer (Chair)
- Chair of RAAC or their nominee
- 2 Members, appointed by GPC because of their relevant experience in areas of business or administration that are essential to the smooth running of this committee; and with sufficient familiarity with BERA's strategic objectives and operating environment to bring useful insights to this Committee's functioning. They shall not be members of Council throughout the duration of their appointment to this Committee.
- Executive Director (in attendance)
- BERA president (non-voting, ex officio)

Other office holders and staff may be invited to attend.

### **Principal duties and responsibilities:**

Ensure that

- the financial and resource basis upon which BERA operates is secure and transparent
- the principles and practices of employment offered to BERA staff are fair and uphold all the necessary standards of probity and good governance
- the HR functions within the employing organisation are in place and used appropriately
- BERA identifies any potential risks for the organisation, to fulfil both regulatory framework and ensure the requisite mitigation is in place

### **Remit:**

- Maintaining oversight of the BERA Business Plan, including monitoring the allocation of resources against strategic objectives
- Reviewing procedures for contract letting and management
- Considering proposals for amendments to major operational systems, and making appropriate recommendations to GPC/BERA Council
- Reviewing the arrangements for efficient control and management of BERA's affairs, including finance, accounting and IT policies, and making appropriate recommendations to GPC/BERA Council
- Considering draft financial plans, operating and capital budgets and any other financial projections, commenting on the process and the assumptions made as well as on the acceptability of the results, and making appropriate recommendations to GPC/BERA Council
- Reviewing management accounts and other financial and non-financial performance information in such form as it determines, ensuring that there are timely and reliable reports and forecasts that provide a sound basis for decision-making
- Periodically reviewing the systems through which financial and non-financial information is compiled and reported to BERA Council, to give assurance that the figures are of sufficient accuracy and

reliability

- Periodically reviewing procedures for risk and audit management (advised by the RAAC)
- Regularly reviewing the reserves and investment policies, and making appropriate recommendations to GPC/BERA Council
- Reviewing the external audit including the plan, engagement letter, staffing, costs, timetable and proposed fees and reviewing the external audit management letter and the responses of management to the issues raised, and monitoring subsequent agreed action by management
- Assessing the performance of the external auditor and making recommendations on (re)appointment
- Considering any other financial matters referred to the Committee by the Executive Director

*Staffing and HR matters:*

- Regularly reviewing staffing policies, and staffing levels and responsibilities in the BERA office, and making recommendations to GPC/BERA Council
- Ensuring staff review procedures and a full range of appropriate development opportunities are in place and that appraisals are carried out at least annually
- Ensuring that fair and transparent arrangements are in place for grievance and disciplinary issues
- Considering any other HR matters referred to the Committee by the Executive Director

**Frequency of meetings**

The Committee shall meet not less than three times a year normally between each Council meeting, and at such other times as it considers necessary. Meetings are ordinarily held at BERA's offices in central London, full expenses paid.

**Additional information**

The above list is indicative only and not exhaustive. Committee Members will be expected to perform all such additional duties as are reasonably commensurate with the role.

## **Committee Remit – Publications Committee**

### **Membership**

- Publications Chair
- 4-5 members taken from Council or the wider membership
- Executive Director (ex officio)
- BERA Publications Manager (ex officio)

A representative of the editors will be invited from each of the journals to one meeting per year. The publishers will also attend this meeting, ordinarily in Spring. A representative of the BERA Blog Editorial Team will be invited to one meeting a year, ordinarily in Autumn.

Other office holders and staff may be invited to attend.

### **Principal duties and responsibilities:**

Ensure that

- BERA's publications portfolio is well managed and upholds the highest academic standards
- That any contractual issues are pursued in good time to the advantage of the organisation and for the good of the field
- BERA keeps abreast of developments in the publishing field and is able to use them appropriately in the development of our publishing portfolio

### **Remit**

- Overseeing BERA's academic publishing activity and monitor its effectiveness in terms of quality, impact, reach and finance
  - Monitoring and reviewing of all BERA publications activities in line with Council's strategic direction
  - Work closely with BERA's Publications Manager to Oversee, approve and monitor the editorial arrangements across BERA's publications, including the appointment of editors of Journals and other publications as appropriate
  - Regularly reviewing the balance of the Association's academic publishing activity, and develop new programmes as appropriate
  - Liaising with Journal editors and Editorial Boards where required
  - Receiving regular reports from publisher on the performance of BERA's Journals
  - Acting as the editorial board for Research Intelligence and the BERA Blog
  - Making appropriate appointments to key roles in BERA's publications portfolio – e.g. journals, the BERA Blog
- Ensuring processes for publication proposals are rigorous and transparent

### **Frequency of meetings**

The Committee shall meet not less than three times a year normally between each Council meeting, and at such other times as it considers necessary. Meetings are ordinarily held at BERA's offices in central London, full expenses paid.

### **Additional information**

The above list is indicative only and not exhaustive. Committee Members will be expected to perform all such additional duties as are reasonably commensurate with the role.

## **Committee Remit – Conference & Events Committee**

### **Membership**

- Conference & Events Chair
- 5-7 ordinary members taken from Council or the wider membership, including a representative with experience of the role of SIG Convenors
- Executive Director (ex officio)
- BERA Events Manager (ex officio)

Other office holders and staff may be invited to attend.

### **Principal duties and responsibilities:**

Ensure that

- The Annual Conference and programme of in-year events operate to the highest academic standards
- The Annual Conference and programme of in-year events develop in line with BERA's strategic objectives

### **Remit**

- Overseeing, approving and monitoring the academic quality across BERA's events with a particular focus on the Annual Conference
- Ensuring the appropriate mechanisms to deliver high academic standards for BERA's Annual Conference and events are in place, including overseeing the Annual Conference abstract submission process
- Ensuring that BERA's Annual Conference represents the diversity of interests of BERA members, including all four nations and under-represented groups, and aligns with BERA strategic priorities.
- Overseeing the academic programme for BERA's Annual Conference, including reviewing the academic quality, reach and diversity of keynote speakers
- Reviewing Conference papers and grouping conference strands where required
- Attending the BERA Annual Conference and undertaking any duties required on-site
- Managing the processes by which BERA sends representatives to other international conferences
- Managing the process by which bursaries for BERA's conference and other events are allocated, keeping the range of such bursaries under review
- Overseeing BERA's in-year events programme and monitoring its effectiveness in terms of quality, impact, reach and academic range
- Reviewing how BERA events including the Conference delivers upon BERA's strategic priorities
- Liaising with BERA's Special Interest Groups about their role in the Annual Conference and in planning other in-year events
- Ensuring all relevant processes are transparent

### **Frequency of meetings**

The Committee shall meet not less than three times a year normally between each Council meeting, and at such other times as it considers necessary. Meetings are ordinarily held at BERA's offices in central London, full expenses paid.

### **Additional information**

The above list is indicative only and not exhaustive. Committee Members will be expected to perform all such additional duties as are reasonably commensurate with the role.



## **Committee Remit – Engagement Committee**

### **Membership**

- Engagement Chair
- 3 members taken from Council or the wider membership
- A representative with experience of the role of SIG Convenor
- A representative elected by the ECR Network representatives
- Executive Director (ex officio)
- BERA Membership & Engagement Manager (ex officio)

The committee has the ability to designate that some of the role for ordinary members are ring-fenced to give priority to particular groups (e.g. independent researchers, teacher professionals, ECR or BME academics)

Other office holders and staff may be invited to attend.

### **Principal duties and responsibilities:**

Ensure that

- BERA supports its members appropriately in the light of our three strategic objectives: to advance research quality; build research capacity; and foster research engagement

### **Remit**

- Monitoring and reviewing the offer BERA makes to its membership in line with Council's strategic direction for the organisation and its priorities
- Review the composition of BERA's membership and how the health of the organisation can be best served in line with Council's strategic priorities
- Monitor and review opportunities for BERA members to publicise, develop and share high quality research in ways that foster engagement with the Association and support the development of educational research and researchers
- Considering the strategic interests of England, Scotland, Wales and Northern Ireland in all BERA's work and activities
- Review the health of BERA's Special Interest Groups (SIGs) and Forums, monitoring their level of activity and activities in terms of quality, impact, reach and academic range
- Oversee BERA's programme of awards and fellowships, ensuring that their range supports BERA's strategic objectives, and that in process, award criteria and outcome they uphold the highest academic standards of quality, objectivity and rigour.
- Regularly review the criteria and processes for BERA's awards and fellowships, ensuring all processes are transparent

### **Frequency of meetings**

The Committee shall meet not less than twice a year normally between Council meetings, and at such other times as it considers necessary. Meetings are ordinarily held at BERA's offices in central London, full expenses paid.

### **Additional information**

The above list is indicative only and not exhaustive. Committee Members will be expected to perform all such additional duties as are reasonably commensurate with the role.

## **Committee Remit – Risk Assessment and Audit Committee**

### **Membership**

- Chair (appointed by and with the right to attend Council)
- Up to four members of the Association who are not members of Council throughout the duration of their appointment to the Committee
- Executive Director (ex officio)

RAAC is a committee of the Council. It reports to the Council, but its members should not be members of Council. This is intended to enable it to take an objective and independent approach to its business.

### **Principal duties and responsibilities:**

- The Risk Assessment and Audit Committee's role is to provide oversight and advice to the Council on the effective functioning of the Association in relation to:
  - Risk management;
  - Financial processes;
  - Executive Director (in attendance, non-voting)
  - Legal requirements;
  - Whistleblowing
  - Horizon scanning for potential future risks across the field
- The committee has the authority to request information from any of the association committees or working groups to enable it to undertake its responsibilities.

### **Frequency of meetings**

- The Committee shall meet not less than twice a year. Meetings are ordinarily held at BERA's offices in central London, full expenses paid.

## Appendix – Committee Structure

	BERA Office
	Official BERA Committees
	Other BERA groups

