

## Science Atlantic Social Responsibility Committee Terms of Reference

(Board Approved May 24, 2023)

### Mandate:

The mandate of the Social Responsibility Committee (the Committee) is to provide oversight and guidance on matters relating to social responsibility as it relates to the mission and operations of Science Atlantic.

For the purposes of this Committee, social responsibility involves recognizing the broader social, economic, and environmental impacts of our work and taking steps to contribute positively to society.

### Purpose:

The purpose of the Committee is to encourage, educate, and advise members and the Board to develop and deliver Science Atlantic activities in a socially responsible way.

### Responsibilities:

The Committee is responsible for advising the Board on matters relating to the fulfillment of the organization's mission in a socially responsible way, including, but not limited to:

- At the annual meeting, setting objectives and goals for the upcoming year. The following year the committee will then evaluate the success of the committee.
- Developing and reviewing adaptive policies that enable Science Atlantic to be a socially responsible organization.
- Educating the Board and members regarding social responsibility practices.
- Encouraging all Science Atlantic activities be designed through a social responsibility lens.
- Completing an annual review of Science Atlantic activities as they relate to Science Atlantic's social responsibility policies.

### Reporting:

- The Committee is a standing committee of the Board/Strategic Planning Committee).
- The Committee reports its activities to the Board no less than semi-annually.

Authority:

- The Committee acts in an advisory capacity.
- Proposed policies and activities are approved by the Board.

Membership:

- There shall be no fewer than four members who reflect diversity in identity, subject area, sector, career stage, and geographic area.
- Members shall serve for two year, renewable terms.
- Science Atlantic will distribute an annual open call for membership on the Committee. Interested individuals shall submit an expression of interest indicating their reasons for joining the Committee and how they would contribute to the diversity of the Committee.
- The existing Committee will select additional members ensuring diversity of representation.
- The Committee will elect a Chair for a two year, renewable term. The Chair will set the agenda, coordinate meetings, ensure the goals of the Committee are met, and will be appointed to the Science Atlantic Board/Strategic Planning Committee.
- The Committee will elect a Vice Chair for a two year, renewable term. The Vice Chair will support the Chair and will act as liaison to the Discipline Divisions.

Commitment:

Approximately 2 hours per month/ 12 months

- Members are expected to make every effort to attend all meetings.
- Members are expected to review all materials prior to meetings and be prepared to discuss agenda items.
- Members are expected to complete action items before the next meeting.

Meetings:

- The Committee meets virtually four to six times a year, and in person as needed.
- Meetings will be coordinated by the Committee.
- Meeting agenda and minutes will be prepared and distributed by the Committee Chair; when available, Science Atlantic staff will provide support.
- Minutes and meeting materials will be archived by Science Atlantic staff.

Outcome:

Members of Science Atlantic and all their activities are compatible with a social responsibility lens.



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Review of these Terms of Reference:

These Terms of Reference will be reviewed by the Committee annually or more frequently as needed. Changes will be brought to the Board for approval.

Effective Date - May 24, 2023