

# REGISTRATION ASSESSMENT COMMITTEE MEMBER ROLE DESCRIPTION

## Introduction

The Registration Assessment Committee (RAC) is a sub-committee of the Registration Authority (RA). It has responsibility for overseeing the assessment of applications for registration on behalf of the RA and oversee training and development for assessors to ensure consistency of standards across the Science Council's registers.

## Role Purpose

The role is to fully participate in the discharge of all Committee functions and responsibilities, as set out in the Committee's terms of reference. In discharging these functions and responsibilities, each member should foster an effective working relationship with the Chair and other committee members.

In carrying out your role you will be expected to:

- Attend all Committee meetings, being fully prepared and willing to apply your expertise in carrying out your duties as a member of the Committee.
- Demonstrate the highest level of integrity, accountability and honesty in the actions of the Committee.
- Respect and trust fellow Committee members and management.
- Participate in the evaluation of the Committee's performance to aid development activity.
- Maintain absolute confidentiality of any sensitive and confidential information you receive
- Always act in the best interests of the Science Council to support our charitable aims and achieve our strategic objectives.
- Comply with the Committee's terms of reference.
- Observe the Science Council's code of conduct, policies and procedures as they relate to volunteers, including annually submitting an up-to-date Register of Interest form.
- Understand the responsibilities of the position.

## Experience, skills and knowledge

Individuals will ideally have a background in setting professional standards and/or quality assurance. Individuals will have experience in assessing applications, either through the Science Council or their Professional Body. Previous committee experience is also desirable but not essential. Knowledge and experience of the charitable/not-for-profit sector would be an advantage but is not essential.

Individuals will also have:

- Science Council registration
- Objectivity and independence and be able to challenge supportively.

- A commitment to the part the professional registers play in raising the profile of science and the status of scientists.
- An ability to build strong links with employers, professional bodies and other organisations across registration and regulation landscapes.
- The time required to fulfil the role.

## Term of appointment

The Registration Authority (RA) appoints the Registration Assessment Committee member for an initial three-year term; this may be extended for a further three years provided the person concerned still meets the criteria for membership of the Committee.

## Commitment

Committee members should expect to commit between 4 - 6 full days per annum to the role, including preparing for and attending meeting, and providing advice and input outside of meetings from time to time. The Committee normally holds four meetings per year. They are held during office hours, usually virtually with one meeting per year in central London and typically last three hours.

## Remuneration

There is no remuneration for this role. However, we will reimburse reasonable expenses incurred in carrying out the role in line with our volunteers expenses policy.