

## Terms of Reference

- UCSF is a not-for-profit organisation comprised of members who have role in chemical safety in the university and higher education sector.
- UCSF's aim is to promote health & safety, with respect to chemicals, in the university and higher education sector.
- UCSF covers chemical safety in universities and other similar higher education establishments.
- Dissolution of UCSF can only be by a ballot of the membership achieving a two-thirds majority, with a ballot instigated by half the membership contacting the Secretary to request a vote. In the event of a vote for dissolution, any remaining UCSF funds will be donated to the RSC Benevolent Fund.

## Management of UCSF

UCSF is coordinated by a Management Group consisting of six to ten UCSF members in line with the forum's aims and terms of reference.

The UCSF Management Group are responsible for:

- Organisation of UCSF meetings in conjunction with local organisers,
- Identifying suitable hosts, speakers and topics.
- Maintaining the CHEMSAFNET online discussion forum.
- The maintenance of the UCSF website.
- Liaising with appropriate outside organisations and representing UCSF at their meetings.
- Seeking sponsorship to assist it in the running of UCSF meetings.

Decisions of the management group will be by:

- majority vote of those management group members attending
- a quorum is two thirds of its membership in addition to two of the three posts of Chair, Treasurer and Secretary
- the Chair has a casting vote in the event of a tie
- Between Management Group meetings, the Chair can take or approve decisions, in line with the overall aims of UCSF.

Role	Responsibilities	
<b>Chair</b>	<ul style="list-style-type: none"><li>▪ Chairing UCSF Management Group meetings.</li><li>▪ Acting as a spokesperson for UCSF.</li></ul>	<b>Gretta Roberts Durham University</b>
<b>Secretary</b>	<ul style="list-style-type: none"><li>▪ Maintaining records of UCSF management</li></ul>	<b>Nicola Arnold University of Brighton</b>

	<p>group meetings and circulation of agendas and other documents prior to these meetings.</p> <ul style="list-style-type: none"> <li>▪ Running online ballots for management group posts.</li> <li>▪ Deputising for the Chair if needed.</li> </ul>	
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>▪ Managing UCSF's financial accounts and ensuring annual financial statements are produced for approval for the MG.</li> <li>▪ Managing UCSF's bank account.</li> <li>▪ Organising the funding of meetings.</li> <li>▪ Dealing with UCSF's expenses and ensuring prompt payment.</li> </ul>	<b>Elaine Armstrong University of Manchester</b>
<b>Events Coordinator(s)</b>	<ul style="list-style-type: none"> <li>▪ Coordinating meetings and assisting local organisers</li> <li>▪ Coordinating the identification of meeting locations, speakers &amp; themes</li> </ul>	<b>Phil Rodger University of Glasgow</b>  <b>Judith Brown University of Bath</b>
<b>Membership and e-mail Secretary</b>	<ul style="list-style-type: none"> <li>▪ Maintaining the UCSF membership and CHEMSAFNET e-mail list.</li> </ul>	<b>Elaine Armstrong University of Manchester</b>
<b>Website Coordinator</b>	<ul style="list-style-type: none"> <li>▪ Development and maintenance of the website.</li> </ul>	<b>Rob Haigh Queen Mary's University London</b>
<b>Members without portfolio</b>		<b>Stefan Hoyle Imperial College London</b>

<b>Past Chair</b>	Continues to serve on UCSF Management Group for one year after ceasing as Chair to support the Management Group and current Chair.	<b>Alaine Martin University of Strathclyde</b>
<b>Local Organisers</b>	Two members representing organisations hosting meetings	

- Duration of tenure for all committee posts is three years (except for past chair).
- Individuals may not serve more than two consecutive terms.

### **Election of UCSF Management Group Members**

Management Group post holders listed above will be chosen by election with:

- The Secretary circulating CHEMSAFNET for nominations or expressions of interest for posts becoming due.
- Vote held by e-mail return to the Secretary if more than one applicant for each post received.

### **Review of UCSF Terms of Reference & Management**

- This document shall be reviewed by the UCSF Management Group every three years, with any proposed changes going to the UCSF membership for discussion and approval.
- Last review July 2020
  - no significant change to ToR.
  - change in specific responsibilities between roles