BRITISH PHARMACOLOGICAL SOCIETY

Rules

Adopted with effect from 1 January 2021

Company limited by guarantee

Registered in England Number: 2877400

Registered Charity Number: 1030623

Registered Address:
42 Wharf Road
London
N1 7GS

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1. **PREAMBLE**

1.1. The British Pharmacological Society (the "Society") was founded by its members in 1931. It is a registered charity and a company limited by guarantee.

1.2. As a limited company, the Society's governing document is its Articles of Association ("Articles"), a legal document which sets out what the Society, as a charity and a company, can do in pursuit of the charitable object for which it was established (Article 4.1), namely "to promote and advance pharmacology (including without limitation clinical pharmacology)".

1.3. The Articles also constitute a contract between the Society and its members, set out the voting rights of members and the conduct of general meetings, and detail the powers of management of the trustees or "Council" (who are also the directors of the company for the purposes of company law).

1.4. The Articles can only be amended by a 75% majority of Voting Members voting on a resolution in accordance with the provisions of the Companies Act, with the proviso that changing certain Articles would also need the approval of the Charity Commission (Article 7).

1.5. The Society can be dissolved in accordance with Article 8. If Council become aware that the Society is, or is likely to become, insolvent, then they must take immediate steps to resolve the issue, including dissolving the Society if necessary. In all other circumstances, dissolution should only follow a 75% majority vote of Council followed by a 75% majority vote of Voting Members at a General Meeting.

1.6. These Rules govern the day-to-day operations of the Society in more detail than can be dealt with in the Articles.

1.7. In the event of a conflict between these Rules and the Articles, the Articles shall prevail.

2. MEMBERSHIP AND MEMBERS

2.1. ***Categories of membership***

2.1.1. *Voting Members*

Voting Members are members within the meaning of the Companies Act and are entitled to vote at General Meetings and in ballots. They have liability as set out in clause 2.5 (Article 10). The categories of Voting Members are:

2.1.1.1. Full Members, being individuals who are actively involved in pharmacology. They will generally either be educated to PhD level, have published in peer-reviewed journals, and have presented an abstract communication at one of the Society's meetings (or at a meeting of an

equivalent scientific or medical society); or, in the case of clinicians, will have certification in clinical pharmacology and therapeutics or a recognised training position in the speciality. However, Council also recognises that some candidates may be engaged in work which does not lead to publication, and will therefore consider alternative evidence of commitment to the discipline.

2.1.1.2. Fellows, who will have demonstrated distinction and peer recognition in pharmacology. The normal criteria are: contribution to pharmacology, demonstrated by career progression and publication record in suitable journals (or, for those in industry or outside mainstream research, by references from Fellows or Full Members); contribution to the Society, demonstrated by committee or editorial board work or attendance at and contribution to Society meetings; and at least five years as a Full Member of the Society. Fellows shall enjoy such additional rights and privileges (if any) as Council may from time to time decide;

2.1.1.3. Retired Members, being members who have retired from full-time employment. Retired Members shall enjoy all the privileges of Membership or Fellowship as the case may be without fee;

2.1.1.4. Honorary Fellows, who are Society members (or exceptionally non-members) distinguished for their sustained leadership role in science. Honorary Fellowship is the highest honour that the Society bestows. Honorary Fellows shall have all the privileges of Fellows.

2.1.1.5. Early Career Members, being postgraduate students working on a pharmacological topic, Foundation Doctors, Clinical Fellows, Clinical Pharmacology Scientists, Core Medical Trainees, Specialist Trainees in their first or second year, Pharmacists in their first of second year of qualification, Industry Scientists within five years of the award of a degree and Post-Doctoral Researchers within five years of the award of a PhD or early career pharmacologists who do not yet have the qualifications to become Full Members. Early Career Members shall automatically be designated Full Members at the appropriate time.

2.1.2. *Non-voting Members*

Non-voting Members are entitled to receive benefits of membership and to attend General Meetings, but they have no voting rights in general meetings or ballots and

no liability in the case of the Society being wound up. The categories of Non-voting Members are:

2.1.2.1. Undergraduate Members, being undergraduates working on a pharmacological topic or medical students until the completion of their degree. Undergraduate Membership is normally available during the whole period of registration for a relevant bachelor's degree, until graduation, after which it can be converted to Early Career Membership.

2.1.2.2. Affiliate Members, being individuals from related disciplines, or those with pharmacology qualifications who no longer work in the field, or people who have been non-student Early Career Members for five years and who are unable or unwilling to become Full Members. They shall have the same rights and duties, and pay the same annual membership fee, as Early Career Members.

2.2. ***Applications for Membership***

2.2.1. The format of applications and the supporting documentation required (if any) shall be set by the Awards Panel and details shall be published on the Society's web site.

2.2.2. No person shall be deemed to be a member of the Society unless the application or nomination procedure has been followed correctly, acceptance of the application/nomination has been notified to the member by the Society, and any subscriptions have been paid.

2.2.3. The Engagement Committee is responsible for approving all applications for Full Membership, Early Career Membership, Undergraduate Membership, Postgraduate Membership and Affiliate Membership.

2.2.4. Applications for Fellowship, which must be proposed and seconded by Fellows of the Society, are reviewed by the Honours & Fellows Panel and, where appropriate, a recommendation for approval will be made to the next succeeding meeting of Council. Subject to approval by Council, the member is admitted as a Fellow of the Society. The names of the Society's new Fellows are published annually in the national press.

2.2.5. Nominations for Honorary Fellowship may be made by any two Voting Members of the Society. Nominations must be on the official form and will be reviewed by the Honours & Fellows Panel, which will make an appropriate recommendation to Council. On approval by Council and subject to the agreement of the nominee, the nominee is admitted as an Honorary Fellow of the Society. The names of the Society's new Honorary Fellows are published annually in the national press.

2.2.6. Council may, at the Trustees' absolute discretion and acting in the best interests of the Society, refuse to admit any person as a member, provided the applicant has been given reasonable opportunity (in writing or in person, at Council's discretion) to state the grounds on which their application for membership should be accepted (Article 9.2).

2.2.7. Membership is not transferable between people (Article 9.3).

2.3. ***Membership and other fees***

2.3.1. Each member (unless otherwise provided in these Rules) shall pay an annual subscription, the amount of which shall be determined from time to time by Council. The subscription shall be due and payable on 1 January each year or otherwise as Council might decide. A candidate for membership shall not become a member or be entitled to the privileges of membership until his or her subscription has been paid.

2.3.2. A member whose subscription is in arrears by more than three months, despite written notification by the Society, shall cease to be a member of the Society as detailed in Rule 2.4.3 below, forfeiting the privileges of membership including access to any of the Society's publications or discounted attendance at meetings, unless Council shall determine otherwise (Article 9.4).

2.3.3. No membership fees are payable by Honorary Fellows, Retired Members or Undergraduate Members.

2.3.4. In cases of financial hardship of any member, and in the case of career breaks, Council shall have the option of waiving that member's annual subscription temporarily.

2.4. ***Termination of membership***

2.4.1. Council may terminate the membership of any member who they deem is guilty of any conduct that prejudices, or which may prejudice, the ability of the Society to further its charitable object, or which may cause any other damage to the Society, its property or any of its members, is in contravention of any of the Society's codes of conduct regarding membership in force from time to time, or which otherwise undermines or risks undermining the goodwill and reputation of the Society, provided the member concerned has been given a reasonable opportunity to present (in writing or in person, at the Council's discretion) any information that the member regards as relevant to the decision (Article 9.5.3).

2.4.2. A member may withdraw from membership of the Society by giving notice to the Society in writing, provided there are at least three Voting Members remaining (Article 9.5.1).

2.4.3. A member whose subscription is in arrears by more than three months shall cease to be a member of the Society, but may rejoin the Society on payment of the necessary subscription fee.

2.4.4. On termination of membership, the member's rights and benefits as a member shall terminate and the member shall have no right to a refund of all or any part of the subscription or other fees paid (Article 9.6), although the Society may offer refunds in exceptional circumstances.

2.4.5. A person's membership terminates when that person dies (Article 9.5.4).

2.5. ***Liability of Members***

2.5.1 As a company the Society has limited liability. Every Voting Member of the Society undertakes to contribute an amount not exceeding £1 to the assets of the Society (Article 10.2), in the event that the Society is wound up while he or she is a Voting Member, or within one year after he or she ceases to be a Voting Member, for payment of the debts and liabilities of the Society contracted before he or she ceases to be a Voting Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories amongst themselves.

3. HOW THE SOCIETY IS MANAGED – COUNCIL AND ITS COMMITTEES

3.1. ***Composition of Council***

3.1.1. Council comprises the Trustees of the Society, who are also the Society's directors for the purposes of company law.

3.1.2. Council shall consist of not less than nine, or more than twelve Trustees (Article 14.1).

3.1.3. Council, usually chaired by the President, is responsible for the management of the Society's business, sets the strategic direction of the Society, and monitors performance against the Society's charitable objectives and its strategy.

3.1.4. The President, President-Elect and Honorary Treasurer are designated as Officers and manage day-to-day Society business between Council meetings as set out in the Delegation Policy.

3.1.5. The Vice-Presidents of the committees, or their designated alternates, attend Council meetings as observers in order to advise Council on the matters on which they have particular expertise and to report to Council in relation to matters which have been delegated to them by Council (Article 17.12), but they do not vote and are not Trustees or Directors of the Society. All Vice-Presidents must be Voting Members.

3.1.6. Council must include at least one member with interests in each of clinical pharmacology and industry, and an Early Career Pharmacologist (ordinarily an Early Career member of the Society, no more than five years post PhD or MD, excluding any career break or maternity/paternity leave), preferably elected by the members, but appointed if necessary.

3.1.7. Council may invite others, including staff, to attend all or part of meetings as observers (Article 17.11).

3.2. ***Election and appointment of Trustees***

3.2.1. Council may appoint up to four Trustees to ensure an appropriate mix of skills, including the appointment of lay Trustees, co-option to fill vacancies, and appointment of members with particular skills (Article 15.1.2). The number of appointed Trustees must not exceed one third of the total number of Trustees at the time the appointment is made.

3.2.2. The President-Elect shall automatically be appointed President at the end of his or her term of office as President-Elect.

3.2.3. All other Trustees shall be elected by the Voting Members.

3.2.4. The Honorary Treasurer may be elected up to two years in advance of taking office and in such case shall be designated Treasurer-Elect during the interim period, but will not be a Trustee or Officer during that period and will not be required to attend Council meetings.

3.2.5. Only members in good standing may be nominated as elected Trustees.

3.2.6. All elected Trustees must be Voting Members.

3.2.7. All nominees for Trustee must be over 16 years of age, must have indicated that they are willing to stand and must not be disqualified from office as a company director or charity trustee or for other reason detailed in the provisions of the Articles (Article 15.2) – see also 3.4 below.

3.2.8. Notice of elections shall be sent to all Voting Members at least eight weeks before each election inviting applications and specifying the form of application and the

closing date for applications. The notice shall make clear if specific applications are sought for clinical, industry or Early Career Pharmacologist trustees, or for the posts of President-Elect or Honorary Treasurer. In addition, where an election is being held for the post of President-Elect, the notice may state whether applications are preferred for a clinical or basic pharmacologist. The notice shall also state the date on which the successful candidates will take office.

3.2.9. Each application form shall relate to one candidate only and shall contain such particulars as shall be prescribed by Council, and a declaration signed by the candidate of his or her willingness and eligibility to serve if elected as a Trustee.

3.2.10. Council reserves the right to declare a candidate ineligible for application, where it considers that the appointment or election of the candidate to Council would not be in the best interests of the Society.

3.2.11. If there is more than one nomination for any vacancy on Council then the Society shall conduct a ballot of Voting Members.

3.2.12. Elections shall normally be conducted by electronic ballot.

3.2.13. Voting Members shall be provided with details of all nominations and clear instructions on how to vote, how many votes they may cast, and the closing date of the election, which shall be at least three weeks after the opening of the election and by midnight the day before the date on which the results are to be announced.

3.2.14. All Voting Members shall be eligible to vote except any individual who has been admitted to Voting Membership less than two weeks before the closing date of the election.

3.2.15. The voting instructions should include a reminder to Voting Members of the Society's need for equality and diversity amongst the Trustees in terms of:

3.2.15.1. subject knowledge and balance;

3.2.15.2. geographical and subject distribution;

3.2.15.3. gender, ethnic and age balance;

3.2.15.4. balance of academic, industrial and other relevant experience;

3.2.15.5. knowledge of and involvement in national and international pharmacology.

3.2.16. Where there is a vacancy for a clinical, industry, or Early Career Pharmacologist Trustee, the instructions should make clear which candidates are eligible for these roles.

3.2.17. In the event that no election is necessary, the applicants for the vacancies on Council shall take office on the date specified in the notice of election.

3.3. ***Terms of office of Trustees***

3.3.1. As stated in Articles 15.1 and 15.4, the term of office of appointed Trustees shall be as decided by Council up to a maximum of three years, save that such a Trustee may be reappointed in accordance with Article 15.1.2 for a further period of up to three year, up to a maximum of six years in total, after which they may not be reappointed for at least three years, but they may stand for election as a Trustee.

3.3.2. The term of office of elected Trustees shall be three years, with the following exceptions:

3.3.2.1. The President and President-Elect, whose terms of office shall be two years;

3.3.2.2. The Honorary Treasurer, whose term of office shall be four years;

3.3.2.3. Any Trustee who was elected outside the annual election cycle, whose term of office may be extended by a period of not more than one year to bring it in line with the normal timeline.

3.3.3. The maximum term of office of any Trustee may also be extended by a period of not more than one additional year in exceptional circumstances, at the discretion of Council.

3.3.4. After the term of office has ended, no Trustee shall be eligible for re-election for at least one year, except for election to a post of Officer which they have not previously held (Article 15.4.6).

3.4. ***Disqualification and removal of Trustees***

As provided in Article 16, a Trustee shall cease to hold office if he or she:

3.4.1. Is disqualified under the Companies Act from being a director or under the Charities Act from being a trustee, or has a bankruptcy order made against him or her;

3.4.2. Is incapable, mentally or physically, of carrying out the duties of a director and trustee;

3.4.3. Is absent from two consecutive Council meetings without notice or three with notice (of any or all of the relevant Council meetings) and Council vote by a simple majority to remove the Trustee;

3.4.4. Is found guilty of breaking the Society's Codes of Conduct in force at the time or otherwise bringing the Society into disrepute (having been given the opportunity to defend himself or herself) and Council vote to remove the Trustee;

3.4.5. Is removed by the Voting Members at a General Meeting;

3.4.6. Notifies Council that he or she wishes to resign, provided there are enough remaining Trustees to form a quorum;

3.4.7. If an elected Trustee, ceases to be a member of the Society.

3.5. ***Meetings and proceedings of Council***

3.5.1. Council shall act in accordance with the rules set down in the Articles, but may otherwise regulate their proceedings as they see fit. Key points from the Articles include:

3.5.1.1. Council shall meet at least three times per year (Article 17.2);

3.5.1.2. The quorum for meetings is half the current number of Trustees, rounded up if necessary, plus one (Article 17.4);

3.5.1.3. Meetings may be held in person or electronically, provided all persons can communicate with all other persons (Article 17.5);

3.5.1.4. Issues at meetings are decided by a simple majority of those Trustees present and entitled to vote, and resolutions in writing between meetings are decided by a simple majority of those voting, provided the number of votes cast would have made Council quorate in a meeting (Article 17.7);

3.5.1.5. Every Trustee (if not disqualified from voting due to a conflict of interests) has one vote on each issue but, in case of equality of votes, the chairman of the meeting shall have a casting vote (Article 17.8).

3.6. ***Committees and other groups***

3.6.1. Committees and other groups reporting direct to Council

3.6.1.1. Council may set up or disband such committees and other groups as it sees fit in order to deliver the strategy and mission of the Society.

3.6.1.2. Committees shall be chaired by members elected by the Voting Members.

3.6.1.3. Chairs of committees shall be designated Vice-Presidents, except in the case of the Finance Committee, which shall be chaired by the Honorary Treasurer, and the Awards Panel, which shall be chaired by the President-Elect.

3.6.1.4. Vice-Presidents shall serve a term of three years, not normally renewable without a break of at least one year, although Council may extend this term for up to one year in exceptional circumstances.

3.6.1.5. Committees shall decide the method of selecting or, in special cases, electing, their members, subject to ratification by Council.

3.6.1.6. All committees shall take account of risk, equality and diversity, and financial implications. Committees should also encourage representation and participation from all relevant parts of the membership.

3.6.1.7. Committees shall work within the Society's Delegation Policy, Codes of Conduct and other policies in force at the time, and shall work within their terms of reference as approved by Council according to Rule 3.6.1.14 below.

3.6.1.8. Committees shall propose a plan of work to Council annually and, once this is approved by Council, shall carry out that work within the agreed budget, in collaboration with Society staff.

3.6.1.9. Committees shall report to each Council meeting via their chair, but shall report immediately any issues with potentially significant implications as detailed in the Delegation Policy in force at the time.

3.6.1.10. Other groups that report direct to Council shall be set up by Council, and the members and chair shall be appointed by Council. The chairs shall attend Council meetings as observers and shall report to Council at each meeting.

3.6.1.11. The committees currently approved by Council are:

Clinical
Education and Training
Finance
Meetings
Engagement

3.6.1.12. Other groups currently reporting direct to Council are:

Honours & Fellows Panel
Awards Panel

Management Group

3.6.1.13. Remits for committees and other groups reporting direct to Council shall be as described in the Annex to these Rules.

3.6.1.14. The full terms of reference for each committee and other group reporting direct to Council shall be submitted to Council for approval and shall be reviewed by Council at least once every three years.

3.6.2. Other groups not reporting direct to Council

3.6.2.1. Council may set up or disband such other groups as it sees fit, including but not limited to editorial boards, advisory groups and sub-committees. Such groups shall not be designated as committees, nor shall their chairs attend Council, unless invited by Council as observers.

3.6.2.2. Committees may set up or disband sub-committees or working groups as needed, whether permanent or time-limited, but these shall not be designated as committees, nor shall their chairs attend Council, unless invited by Council as observers. The setting-up of any such group shall be reported to Council at its next meeting, with details of provisional terms of reference and chair, for approval by Council.

3.6.2.3. The general provisions of Rule 3.6.1 shall also apply to all other groups.

4. MEETINGS OF MEMBERS

General Meetings shall be held in accordance with the provisions of the Articles of Association.

Key points include:

4.1. Notice of General Meetings shall be given to Members in accordance with Company Law and will not be less than fourteen clear days (Article 12.2).

4.2. The notice shall include the agenda for the meeting and details of how Voting Members may appoint a proxy.

4.3. The quorum at a General Meeting shall be fifteen Voting Members (Article 12.6)

4.4. General Meetings shall be chaired by the President. If the President is unable or unwilling to chair a General Meeting, then the President-Elect shall chair it. If neither is able or willing, then the Honorary Treasurer shall act as chair. If none of the Officers are able or willing to

chair the General Meeting, then any person nominated by the Voting Members may chair the General Meeting (Article 12.7).

4.5. Voting Members may participate in person or by proxy. To vote by proxy, Voting Members must complete a proxy form and send this to the Society to arrive no later than two working days before the commencement of the General Meeting (Article 12.1).

4.6. Every Voting Member present in person or by proxy shall have one vote (Article 12.10).

5. REMUNERATION AND CONFLICTS OF INTEREST

5.1. No person shall receive payment of money or other material benefit by virtue of any voluntary office on Council, committees, sub-committees or any other group. However, unless prohibited by the Articles, they may receive remuneration from the Society for other duties carried out by them on behalf of the Society, including but not limited to editorial roles in respect of the Society's journals, provided that:

5.1.1. the amount of any such remuneration does not exceed the amount of any payment which would be payable by the Society to a third party for the provision to the Society of similar services; and

5.1.2. the person receiving the benefit shall absent himself or herself from any discussion relating to the remuneration and shall not be entitled to participate in any vote relating to the remunerated post.

5.2. Notwithstanding the above, any person may be reimbursed in line with the Society's expenses policy in force at the time being for expenses properly incurred with respect to duties carried out on behalf of the Society and authorised by the Society.

5.3. Members may receive benefits from the Society in their capacity as beneficiaries (Article 6.5.1).

5.4. A register of interests will be maintained to record posts and material benefits held by Trustees, Vice-Presidents or observers at Council meetings which could, by their nature, potentially lead to conflicts of interest, including but not limited to:

5.4.1. Officer positions with other societies;

5.4.2. Senior editorial roles for other journals; and

5.4.3. Directorships of companies or significant shareholdings where these might lead to conflict, for example pharmaceutical companies or equipment manufacturers.

5.5. Article 20.3 provides for Council to authorise Trustees' conflicts of interest in certain circumstances. As laid out in Article 20.2, if not authorised, any Trustee who is aware of any potential conflict of interest must:

5.5.1. Declare the nature and extent of his or her interest before discussion begins on the matter;

5.5.2. Withdraw from the meeting for that item after providing any information requested by Council;

5.5.3. Not be counted in the quorum for that part of the meeting; and

5.5.4. Be absent during the vote and have no vote on the matter.

5.6. Rule 5.5 above also applies to Vice-Presidents, observers at Council meetings, and members of committees or other groups, with the exception that a majority of the remainder of Council, the committee or the group as appropriate may authorise the conflict.

6. COMMUNICATIONS

In accordance with Article 24, the Society and its members may communicate with each other by any generally accepted method, including electronic communication. Members may opt out of electronic communication.

7. TRANSITIONAL ARRANGEMENTS

The Society recognises that there may be a need for temporary variations to some Rules during the initial period after adoption of these Rules in order to facilitate the smooth running of the Society. Where there is no implication in terms of the Articles of Association, these Rules may be varied temporarily by a Resolution of Council.

ANNEX

General Responsibilities and Remits for Committees and Other Groups reporting direct to Council

COMMITTEES

General responsibilities of all committees

1. To take account of risk in all committee activities, and to regularly review risk management processes in line with the Risk Register agreed by Council
2. To regularly monitor the committee membership and activities in line with the Society's equality and diversity policies. Committees should encourage representation and participation from all relevant parts of the membership.
3. To take into account the Society's strategic objective to diversify revenue, and, to regularly consider the suitability of committee activities, products and initiatives to support this objective
4. To work within the Society's Delegation Policy, Codes of Conduct and other policies in force at the time, and to work within these terms of reference, as approved by Council, according to Rule 3.6.1.14.
5. To propose a plan of work and budget to Council annually and, once this is approved by Council, to carry out that work within the agreed budget, in collaboration with Society staff. To oversee expenditure on agreed projects.
6. To undertake such activities as may be requested by Council and to report as requested by Council on the progress of activities.
7. To report to each Council meeting via the chair, and to report immediately any issues with potentially significant implications as detailed in the Delegation Policy in force at the time.
8. To liaise with other national and international Societies, groups and representative bodies in order to develop and maintain relationships that contribute to the Society's objectives for Committee's area of responsibility.
9. To review their terms of reference every 3 years, and more regularly if appropriate.

Committee Remits

Clinical Committee	1.	To promote the specialty of clinical pharmacology and therapeutics in the NHS, Universities, Regulatory Agencies and Industry.
	2.	To oversee the Society's education and training provision in clinical pharmacology, in conjunction with the Education and Training Committee.
	3.	To advance the science of clinical pharmacology via, for example, scientific meetings.
	4.	To work with the British Journal of Clinical Pharmacology (BJCP) to ensure continuing improvements to the journal.
	5.	To advise Council and other Committees of the Society on clinical matters.
	6.	To make recommendation for the award of clinical prizes to Membership & Awards Committee.
Education and Training Committee	1.	Recommend to Council policies and strategies related to the support of education and training for pharmacologists;
	2.	Develop materials and programmes of activity to encourage young people to consider pharmacology as a degree subject and as a career;
	3.	Develop materials and programmes of activity to support the education and development of university students, including undergraduate, clinical and postgraduate students;
	4.	Develop materials and programmes of activity to support the career development of pharmacologists and clinical pharmacologists (in tandem with the Clinical Committee),

including matters relating to continuing professional development, accreditation, and assessment;

5. Develop and keep under review core curricula in pharmacology for courses in which the discipline forms a significant component.
6. Provide advice on relevant education policy consultations and inquiries.

Engagement Committee

1. To provide direction, support and oversight for activities undertaken with members and the wider public and stakeholders
2. To define these audiences and provide strategic advice on which audiences/sections of these audiences should be prioritised
3. To involve the wider membership of the Society in public engagement activities and support members in engaging with the general public and policy makers
4. To oversee the Society's public engagement and outreach activities, within the strategy laid out by Council (including awarding engagement funding), and ensure the Society has input and is represented in relevant public engagement and outreach arenas
5. To ensure that appropriate opportunities are taken to promote and advance pharmacology with wide ranging and diverse audiences and stakeholders
6. To oversee the development and support of the Society's Ambassador programme. To receive reports from and manage any sub-committees and panels, including the Industry Sub-Committee, Early Career Pharmacologists Advisory Group and other committees, sub-committees and group.
7. To receive reports from and provide guidance to the Honorary Heritage Advisor in relation to the BPS archive and activities to recognise fellows, prize winners and past members

Finance Committee

1. To propose financial strategy to Council
2. To propose financial reserves policies to Council
3. To monitor financial reserves within the policies agreed by Council
4. To recommend appointment of investment managers
5. To propose an investment policy and risk profile/appetite to Council and to review periodically
6. To monitor the ongoing performance of the Society's investment portfolio, with the investment managers, to ensure it is in line with Council's agreed risk profile / appetite.
7. To monitor transfers to and from the investment portfolio, ensuring they are in line with the Society's delegation policy and, as far as is possible, Council to be informed in advance of expected transfers to or from the investment managers (although this is not to be seen as seeking approval for the transfers)
8. To report what has taken place regarding investments in a timely manner to each Council meeting
9. To review management accounts and financial forecasts and report to Council
10. To review and recommend budgets to Council
11. To comment on affordability of proposed unbudgeted expenditure as specified in the Society's Delegation

		Policy
	12.	To propose to Council areas for business development and strategies for implementation
	13.	To review and recommend annual financial statements to Council
	14.	To monitor risk management processes and be satisfied that they are operating effectively throughout the Society (other committees, groups and staff) and that the Risk Register is being used and updated appropriately
	15.	To recommend appointment of Statutory Auditors and to receive reports and recommend action
	16.	To make recommendations about the appropriateness or otherwise of the aggregated payroll, pay awards, remuneration and any other benefits or terms of employment having monetary implication (report by the Honorary Treasurer on behalf of the Management Group pursuant to the Remuneration & Benefits Policy Statement)
Meetings Committee	1.	To organise and deliver high quality scientific meetings.
	2.	To interact with BPS researchers through the Affinity Groups.
	3.	To seek feedback from members through other Committees, delegate surveys and liaison with the Affinity Groups, in order to improve and develop the meetings programme.
	4.	To work with other societies and bodies, (e.g. EPHAR, EACPT, IUPHAR, and societies of related disciplines) to organise or co-organise meetings/joint meetings, taking into account benefits for the Society and its members as well as financial considerations.
	5.	To make recommendation with regard to the allocation of funding for bursaries for members attending and presenting at BPS as well as at external meetings.

GROUPS REPORTING TO COUNCIL

Fellows & Honours Panel	1.	To consider applications to Fellowship of the Society and to recommend to Council the award of Fellowship to appropriately qualified Members
	2.	To consider nominations for Honorary Fellowship, obtain references if necessary and recommend appropriate candidates to Council
	3.	To manage the process for Fellowship and Honorary Fellowship and to keep processes under review.
	4.	To manage nominations for National Honours.
Management Group	1.	To oversee the delivery of the strategic aims of the Society and safeguard assets, through the Society's committees and staff, between Council meetings in order to ensure that momentum is maintained.
	2.	To ensure that Council are kept informed of progress between meetings as appropriate.
	3.	To monitor progress and take decisions that need approval in accordance with any / all delegation policies in force at the time.
	4.	To monitor risk as notified by staff or committees and to take action or refer issues to Council as required.
	5.	To maintain an overview of the make-up of committees and

other groups, and key elected or appointed roles associated with those groups, to ensure continuity, succession planning and to ensure they operate in line with the Society's equality and diversity policies.

6. To monitor staff matters such as recruitment, training, contract terms, job descriptions
7. To maintain an overview of the performance of staff, including considering regular reports of significant decisions taken.
8. Overseeing the Society's policy work in line with the overarching direction set by Council, primarily acting as a rapid response group for the ratification of Society policy positions (e.g. consultation responses and public statements).
9. To review the Society's remuneration and benefits structure annually and propose any changes to the pay grades to Council in line with benchmarking undertaken biennially
10. To review the pay scale and recommendations for staff and others (including any cost of living award) within approved budgets
11. To review and agree other benefits within approved budgets
12. To consider for approval recommendations for Executive bonus scheme awards
13. To commission any reports or surveys which it deems necessary to help it fulfil its obligations

Awards Panel

1. To assess nominations for Society awards, prizes, studentships & lectureships and report outcomes to the Council.
2. To review the Society's prizes and awards and make recommendations to Council where change is considered necessary.

ADVISORY GROUPS

Early Career Pharmacologists Advisory Group

Early Career Pharmacologist Advisory Group ensures that the needs of Early Career Pharmacologists are catered for by the Society and promotes the contribution of Early Career Pharmacologists to the activities of the Society.

International Advisory Group

The advisory group ensures that the needs of all members, regardless of geography, are catered for by the Society and promotes the contribution of international members to the activities of the Society.