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Institution of Agricultural Engineers

IAgrE Regulations (Appendix B)

Function and Remit of Executive, Advisory Council, Committees, Panels and Working Groups

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1. Format of IAgrE Committees and Panels

The Institution of Agricultural Engineers (IAgrE) has the following Committees and Panels:

Committees

Executive Committee	Trustees and Officers of the Institution. Responsible for executive decisions and actions.
Advisory Council	Responsible for advising Executive Committee on any matters that Executive Committee refers to it and any other matters that Council wishes to refer to Executive.
Membership Committee	Responsible for admission, transfer and registration of members. Also responsible for accreditation of academic courses.
Professional Development Committee	Responsible for oversight of members Continuing Professional Development (CPD) and arrangements for monitoring quality.
Publications Management Committee	Responsible for all matters relating to the journals of the Institution.
Diversity and Inclusion Committee	Responsible for advising the Institution in terms of its practice, approach and development of equality, diversity and inclusion.

Panels

Finance Panel	Formed of Trustees with relevant experience. Meets as required to review budgets, consider staff remuneration, analyse investment performance.
External Affairs Panel	Formed of eminent IAgrE members, Fellows of the Royal Academy of Engineering, key sector experts etc. Meets on as and when required. Responds to key government policies and national initiatives and influences the IAgrE response to these.
Awards Panel	Formed of members from IAgrE Committees. Meets annually. Considers and confirms members and others put forward for awards. Reviews the range of awards and criteria.

Young Professionals Panel	Formed of apprentices, undergraduates, postgraduates and pre-professionals (i.e. apprentices, students and graduates in their first year post graduation/research). Considers the needs and interests of this community and meets in a way which suits this audience. Chaired by student members of Advisory Council and feeds back as appropriate.
Promoting Professional Registration Panel	Formed of volunteers who are registered professionals. Meets as and when required. Considers strategies to promote professional registration for Engineering and Environment. A Panel of Advisory Council, this acts as a voice for IAgrE registered professionals

2. Terms of Reference for Committees

Executive Committee of Trustees (The Trustees)

The Institution is managed formally by a group of Trustees who are members of the Executive Committee of Trustees (The Trustees). More details about the Executive can be found in the IAgrE Memorandum and Articles of Association and Regulations. The quorum for meetings is 5.

Trustees will meet regularly, and at least three times a year, typically in January, March/April and September. Additional meetings may be called from time to time as necessary.

Under normal circumstances, the January meeting will be preceded by the Awards Panel and the September meeting may incorporate the Finance Panel.

Special meetings may be arranged as necessary to deal with any urgent constitutional and or operational matters.

The primary function of the Executive Committee of Trustees is divided into general functions which apply at all times and others which are more specific and take place at certain times of the year.

The more general functions are defined by the Charities Commission and include:

- Acting in the best interests of IAgrE and its members.
- Ensuring that the IAgrE resources are managed responsibly.
- Acting with reasonable care and skill.
- Ensuring IAgrE is accountable.

Details of these functions can be found at:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

Specific functions and duties are listed as follows:

January

- A review of year taken place and a look forward to the following year priorities.
- To approve the Awards Panel's recommendations.

March/April

- To approve the accounts for the previous year.
- To approve the agenda for the AGM.
- To decide upon nominations for elections taking place at the AGM.

September

- To approve the budget for the following year.
- To terminate membership of defaulters.

At all meetings

- Trustees have powers to deal with special membership admission and transfer applications referred by the Membership Committee (usually for Fellow Grade).
- The Committee may delegate responsibility to working parties, ad hoc groups or individual members as appropriate.
- Ensure that equality, diversity and inclusion issues are considered in all aspects of the Institution's work.

Advisory Council

The Advisory Council meets regularly and under normal circumstances, twice a year, usually in February and October.

Advisory Council meetings will be held at locations around the country and where possible linked to a topical Continuing Professional Development opportunity which Advisory Council members may, or may not choose to attend.

The Advisory Council's primary function is to:

- Receive reports and updates from the IAgrE Secretariat.
- Act as a voice for IAgrE members.
- Provide advice to the Executive Committee on matters relating to national initiatives and priorities, and the development of the Institution and its members.
- Put forward suggestions and proposals as appropriate to the Executive Committee of Trustees for consideration.
- Ensure that equality, diversity and inclusion issues are considered in all aspects of the Institution's work.

The Advisory Council is elected annually at the AGM.

All IAgrE members are entitled to attend Advisory Council meetings.

Membership Committee

The Membership Committee will meet regularly to consider applications for admission and transfer in accordance with procedures and rules as approved by the Executive Committee of Trustees. Admission and transfer to the senior grade of Fellow is subject to endorsement by the Executive Committee at scheduled meetings or by electronic voting.

The Membership Committee is elected annually by the Executive Committee of Trustees and is responsible for the following general duties:

- Admission of new members.
- Transfer of members from one grade to another.
- Registration of members with the Engineering Council and the Society for the Environment.
- Assessment and accreditation/approval of academic courses as meeting the requirements of Engineering Council (UK) Interim Registration.
- Assessment and accreditation/approval of academic courses as meeting the requirements of Engineering Council (UK) Final Registration.
- Assessment and accreditation/approval of academic courses as meeting the requirements for registration with the Society for the Environment.
- Assessment and accreditation of individuals/training programmes/assessment centres against the relevant grades of IAgrE membership and Professional Engineering.
- Consideration from time to time of the rules governing admission and transfer of members, together with associated procedures, and advising the Executive Committee of Trustees of changes as necessary.

The Committee is responsible for assessing and processing applications for registration with the Engineering Council and the Society for the Environment in accordance with standards set by them. The Committee is also responsible for the assessment and accreditation of academic courses in the application of technology to the land-based sector as meeting the requirements for interim and full registration of the Engineering Council and the Society for the Environment. Where changes in the Engineering Council and the Society for the Environment policy/standards dictate, the Committee will advise and recommend to the Executive Committee the appropriate amendments to rules and procedures as necessary.

The Committee will also ensure that equality, diversity and inclusion issues are considered in all aspects of the membership process.

The quorum for all meetings is 5. At least 3 relevant registrants should be in attendance at a meeting where decisions on registration are being made.

Professional Development Committee

The Committee is elected annually by the Executive Committee and comprises senior corporate members of the Institution with at least one representative of each of – education (degree level), education (sub-degree level), research, industry (manufacturing) and industry (distribution). The Executive Committee of Trustees and the Membership Committee will be represented on this Committee. Non IAgrE members will be co-opted if needed.

The overall function of the Committee is to advise the Executive Committee on the Initial Professional Development (IPD) and Continuing Professional Development (CPD) requirements of the land-based sector and to encourage and promote the CPD for the industry having regard to changing conditions and requirements of industry. The Committee will also ensure that equality, diversity and inclusion issues are considered in all aspects of professional development.

Specific general duties include:

- Establishing practices for Initial Professional Development (IPD) and arrangements for promoting these to employers and industry.
- Oversight of the implementation and management of Continuing Professional Development (CPD) for the institution.
- Sampling of CPD to the Engineering Council and the Society for the Environment's requirements.
- Reviewing the facilities for the provision and recording of CPD.
- Encouraging the organisation of short courses, seminars and other means of providing CPD for members.

The Committee will meet as required but not less than twice per annum. The quorum for meetings is one third of its members plus one.

Publications Management Committee

The Committee is responsible for all matters relating to the IAgrE journal Landwards, the IAgrE scientific journal Biosystems Engineering and any other publications that shall, from time to time, be published by IAgrE. There will be 2 meetings per year.

The Committee may establish sub-committees and editorial boards as required.

The Committee will:

- Maintain a scientific overview of Institution publications.
- Provide ultimate quality control for the journals.
- Make scientific judgements on publishing proposals.
- Maintain oversight of any complaints and appeals relating to plagiarism.
- With the assistance of external referees' comments where such decisions fall outside the remit of the Editorial Board of Biosystems Engineering, make editorial decisions.
- Review overall publishing strategy, journal publishing policy and other publishing policy.
- Ensure that equality, diversity and inclusion issues are considered in all aspects of the Institution's publications.

The IAgrE President will chair the Committee and will comprise of the President-Elect together with Executive/Council members with general publishing experience, learned papers publishing experience, plus other co-opted members with a similar background (this may include part of all of the UK based members of the Editorial Board of Biosystems Engineering). Additionally, the IAgrE CEO will attend meetings.

The quorum for the meeting will be one third of its members plus one.

Diversity and Inclusion Committee

The Committee comprises of volunteers from the membership, chaired by a member of the Executive Committee. The objective of the Committee is to both challenge and support the Institution in terms of its practice, approach and development of equality, diversity and inclusion. The Institution must be welcoming to all to support a diverse profession that inspires, attracts and retains people from different backgrounds, reflecting our increasingly diverse society. The core functions of the Diversity and Inclusion Committee are:

- Advise the Executive Committee, the Advisory Council, other Committees, and the Institution generally on the formulation and implementation of strategies to widen access to the Institution, and to the land-based engineering sector, for under-represented groups.
- Where possible, monitor changes in the membership profile, identify trends and recommend actions.
- Advise on the services and benefits provided to members.
- Ensure that equality, diversity and inclusion issues are considered in all aspects of the Institution's work.
- Where appropriate, set and monitor targets and provide a full report to the Advisory Council at least annually.

The Committee will meet as required, but at least annually.

3. Terms of Reference for Panels

Finance Panel

The Finance Panel comprises: The President, the President-elect, the immediate Past President, one other past President and the Honorary Treasurer. The Panel meet as required to review the budget and staff remuneration in respect of the next year, for approval by the Executive Committee meeting immediately following. The Panel may meet at other times to review investment performance and any other financial matters relating to the Institution.

External Affairs Panel

The External Affairs Panel comprises: The President, four others by invitation and ad-hoc as necessary. The Panel is appointed annually and meets as required to formulate and recommend strategy and action relating to: Press and public relations, recruitment, marketing and communications, journals and publications, issue management and consultations, generation of sponsorship and conference programme. The Panel will generally meet twice per annum in March and October.

Awards Panel

The Awards Panel comprises: The President, the President-elect or their nominee Chairman, other members appointed annually by the Executive Committee.

The Panel normally meets in December/January and is responsible for:

- Considering all eligible papers and recommending the recipient of the Douglas Bomford Trust (DBT) award.

- Considering all projects submitted for the IAgrE CNH Industrial Award, the Student Project Award and the Student Safety Award and recommending recipients.
- Considering nominations made by members for the Branch Meritorious Award and recommending recipients.
- Considering nominations made and/or initiating nominations and making recommendations for the Award of Merit.
- Considering nominations made and/or initiating nominations and making recommendations for election to Honorary Fellowship.
- Considering technical awards made by other bodies for which invitations to nominate are received and making recommendations.
- Considering and making recommendation for the award of national honours to members.

All recommendations of the Panel are subject to endorsement by the Executive Committee.

Young Professionals Panel

The Young Professionals Panel is formed of apprentices, undergraduates, postgraduates and pre-professionals (i.e. apprentices, students and graduates in their first year post graduation/research). This Panel considers the needs and interests of this community and meets in a way which suits this audience. Provides feedback and advice to the Executive Committee. Chaired by student members of Advisory Council and feeds back as appropriate.

Promoting Professional Registration Panel

The Promoting Professional Registration Panel comprises at least 1 volunteer member from each of the tiers of professional registration. It will be chaired by a senior member of IAgrE eg a Past President or a member of the Membership Committee. The chair will be a registered engineer or environmentalist. It meets as and when required to consider strategies to promote professional registration for Engineering and Environment. Acts as a voice for IAgrE registered professionals.

4. Working Parties

Working parties are required from time to time to deal with special aspects of the Institution's activities.

They will be appointed by the Executive Committee or one of the standing Committees to whom they will report as appropriate.

On the completion of their specific duties they will be disbanded.