

SCIENTIFIC COMMITTEE - Its role and Organisation

The Committee is responsible to BNHS Council for all scientific aspects of the Society's work. The organisation of the Committee and the work that it is expected to do are detailed below.

1. SELECTION OF COMMITTEE MEMBERS

- 1.1_ Membership of the Committee is normally recommended by Scientific Committee or Council members. Council considers the membership of the Committee after each AGM and approves the new composition for the year. All new Committee members must be approved by Council.
- 1.2 Members should be selected to ensure that a range of different interests are represented as well as a spread of people from different geographical areas of the County.
- 1.3 The Secretary of Scientific Committee is an Honorary Officer of the Society and is elected annually at the AGM.
- 1.4 The Chairman is agreed annually by the Committee.

2. COMMITTEE MEETINGS

- 2.1 The Honorary Secretary holds Minutes of all meetings and reports regularly to Council on decisions and recommendations.
- 2.2 The Honorary Secretary maintains a separate file of relevant documents relating to **decisions taken by** the Committee or by Council relating to the work of the Committee.
- 2.3 Committee meetings should normally be held 2-3 weeks before Council Meetings

3. RECORDERS

- 3.1 Consider and recommend appointment of new Recorders to Council.

Recorders are needed to study new groups and to fill vacancies. Ensuring the accuracy of records must always be our priority. At the same time, we must encourage and support people with less knowledge but who are keen to learn, because they can make a valuable contribution to recording in the County.

Necessary requirements for new Recorders are:

- a basic knowledge and enthusiasm for the subject
- an ability to recognise their own limitations and to seek outside, expert advice in identification and 'vetting' records received
- an understanding of the need to maintain the accuracy of records - it is better to have no record than an incorrect one.

- 3.2 Produce and review guidelines for Recorders work and issue to all Recorders.
- 3.3 Arrange annual Recorders' Meeting and an annual field meeting.

4. SURVEYS

- 4.1 Organise and review site surveys according to a programme agreed with Recorders
- 4.2 Co-operate with other local organisations in additional surveys
- 4.3 Co-operate in national surveys.

5. PUBLICATIONS

- 5.1 *Develop a programme of scientific publications and oversee their production*
- 5.2 Oversee the publication of The Bedfordshire Naturalist

6. ENQUIRIES

- 6.1 Deal with scientific enquiries from outside bodies as appropriate, eg responded to by Hon Secretary alone or in consultation with others; passed to a Recorder.
- 6.2 Refer requests for information by consultants to BRMC.

8. LIAISON WITH OTHER ORGANISATIONS

- 8.1 Delegates may attend meetings of other organisations on behalf of the Society e.g. BRMC Steering Group,

Bedfordshire and Luton Wildlife Working Group.

8.2 Invite representatives of other organisations to selected Committee meetings

9. GRANTS FOR SCIENTIFIC STUDY

9.1 *Consider grant applications and recommend to Finance Committee and Council*

9.2 *Monitor progress and outcomes of grants*

10 BIODIVERSITY

10.1 To raise awareness and advise other bodies on issues relating to biodiversity and the conservation of habitats and species

11. FINANCE

11.1 Provide an estimated annual budget for approval by Council eg Bedfordshire Naturalist; Recorders expenses; postage

Modified March 1993

Approved by Council 7.3.1994

Modifications November 1996 by Scientific Committee Modifications February 2004