

## **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**

The Committee:

- 3.1 Considers and recommends appointment of new Recorders to Council.

Recorders are needed to study groups new to BNHS, 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 who are keen to learn, because they can make a valuable contribution to recording in the County.

Necessary requirements for new Recorders are:

- At least a basic knowledge of, and enthusiasm for, their subject.
- An ability to recognise their own limitations and to seek outside expert advice in identification and the vetting of 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 Produces and reviews guidelines for Recorders' work and issues these to all Recorders.
- 3.3 Arranges an annual Recorders' Meeting and an annual field meeting.

### **4. SURVEYS**

The Committee:

- 4.1 Organises and reviews site surveys according to a programme agreed with Recorders.
- 4.2 Co-operates with other local organisations in additional surveys.
- 4.3 Co-operates in national surveys.

### **5. PUBLICATIONS**

The Committee:

- 5.1 Develops a programme of scientific publications and oversees their production.
- 5.2 Oversees the publication of The Bedfordshire Naturalist.

## **6. ENQUIRIES**

The Committee:

- 6.1 Deals with scientific enquiries from outside bodies as appropriate, e.g. a response by the Hon Secretary alone or in consultation with others or passing to a Recorder for a response.
- 6.2 Refers requests from consultants for information to the county Biodiversity Recording and Monitoring Centre (BRMC).

## **7. LIAISON WITH OTHER ORGANISATIONS**

- 7.1 Delegates from the Committee may attend meetings of other organisations on behalf of the Society e.g. BRMC Steering Group, Bedfordshire and Luton Wildlife Working Group.
- 7.2 The Committee may invite representatives of other organisations to selected Committee meetings.

## **8. GRANTS FOR SCIENTIFIC STUDY**

The Committee:

- 8.1 Considers grant applications and makes recommendations to Finance Committee and Council.
- 8.2 Monitors progress and outcomes of grants.

## **9 BIODIVERSITY**

- 9.1 The Committee attempts to raise awareness and advise other bodies on issues relating to biodiversity and the conservation of habitats and species.

## **10. FINANCE**

- 10.1 The Committee provides an estimated annual budget for approval by Council concerning e.g. Bedfordshire Naturalist; Recorders' expenses; postage.

Modified March 1993

Approved by Council 7.3.1994

Modifications November 1996 by Scientific Committee

Modifications February 2004

Editorial modifications by Scientific Secretary December 2009