

Queensland National Science Week Coordinating Committee Terms of Reference

National Science Week Background

Established in 1997, National Science Week aims to raise the profile and increase public understanding and appreciation of science, innovation, engineering and technology, and its role in maintaining and improving our society, economy and environment.

Objectives

The objectives of National Science Week are:

- to celebrate Australian talents and achievements in science;
- to provide an opportunity for all Australians to participate in events and activities that showcase science;
- to develop a sustainable program that can be repeated and replicated;
- to demonstrate how science is interesting, challenging, important, and of direct relevance to our daily lives, the well-being of society and the environmentally sustainable growth of our economy;
- to encourage young people to continue science studies beyond the compulsory years of schooling and to pursue science-based careers;
- to demonstrate the links between science subjects and science-based careers;
- to assist effective science teaching and learning in Australian schools; and to foster supportive partnerships among education, business and government organisations that may continue beyond any initial associations formed in the context of National Science Week activities.

Delivery

National Science Week achieves these objectives by providing:

- a supportive network and consistent branding across Australia, enabling a well presented, well organised and nationally visible event;
- a focus for scientists, science communicators and the organisations for which they work to celebrate and share their enthusiasm and knowledge through a range of events, displays and open days;
- a focus and support for schools and science teachers to undertake science activities that are a part of a major national event;
- the media with opportunities to showcase science by reporting quality science engagement events; and
- national activities that give all Australians a chance to participate in science.

Who coordinates and delivers National Science Week?

The Department of Industry, Innovation and Science coordinates National Science Week by providing funding, and support. They support local committees across Australia in their efforts to raise the profile and participation in National Science Week, as well as offering a National grant round, school grants, media and promotional marketing.

In each state and territory there is a Coordinating Committee which works with the national partners and the Department to coordinate National Science Week activities in its particular state or territory. The committees are made up predominantly of volunteers from various institutions, business, government and universities.

The QLD National Science Week Coordinating Committee

Contractual Accountability:

The Queensland Museum is the host institution for Inspiring Australia initiatives in Queensland, and is therefore the accountable body for management and acquittal of National Science Week funds as agreed in the Inspiring Australia and State funding contract. The Inspiring Australia Queensland Reference Group is also responsible for appointing (or approving the nominations for) the National Science Week Committee each year at their February meeting.

Committee Roles:

The official Committee Roles of Chair and Secretary will be decided annually at the February meeting. Nominations will be put forward by written statement to the Executive officer for consideration by 30 January each year. If more than one nomination is received for either role, then each nominee will be asked to present at the December meeting. Nominees must agree to the TOR for the Committee and be able to commit to the responsibilities outlined for the roles they nominate for.

Chair:

The Chair will be expected to;

- chair and oversee the committee meetings
- review and amend the agenda prior to meetings, and sending out to members;
- send out welcome letters to new members of the committee;
- oversee any major partnerships/sponsorships (Broncos sponsorship in 2018);
- make arrangements for interstate or international speaking guests;
- attend bimonthly National teleconference meetings (when possible); and
- represent the Committee at the annual National Meeting in Canberra following National Science Week.

Appointment of Chair

The Chair of the QLD committee shall be determined at the annual February meeting by vote from all attending members, should more than one candidate nominate for the role in January. The outcome of the vote will be determined by the people who are present, and the tally will be shared with the National team and Department by the Executive Officer.

Tenure of Chair

The position of Chair will serve a 1 year initial tenure, with option to extend to an additional year. The Chair role will serve with a maximum service of 3 years before a new nomination will be put forward.

Secretary:

The Secretary role will be nominated alongside the Chair role. The Secretary is expected to book a room for the committee meetings (or ensure this has been done), send out invites to these meetings and to take and send the minutes after the meeting.

Communications Coordinator

The Communications Coordinator is responsible for overseeing all the marketing and promotional activities that the committee runs for National Science Week. Other committee members may take on roles in managing specific communication channels, e.g. Facebook or organising bridge banners, however the Communications Coordinator will make sure all the marketing budget is spent wisely and the messages are aligned across all channels.

Executive Officer:

As a part of the contractual obligations to deliver National Science Week under Inspiring Australia, the Inspiring Australia Manager will serve as the Executive Officer for the Queensland National Science Week committee. This will ensure contractual accountability and connectivity to the National Managing team for National Science Week at Questacon for the Committee.

Executive Officer duties include:

- calling for nominations for Chair, Secretary and Communications Coordinator in January of each year, and managing the voting process at the February meeting;
- managing the National Science Week budget, including grant agreement and acquittals, invoices and other payments;
- distributing the National Science Week collateral to grant winners;
- organising grant writing workshops and webinars where necessary;
- drafting the agenda for meetings (in consultation with the Chair);
- attending the bimonthly National teleconferences for National Science Week; and
- attending the National Meeting in Canberra following National Science Week

Members:

The Committee will consist of institutional representatives and individuals, which will vary from year to year. Annual invitations to join the committee should be made to relevant organisations or individuals with sufficient interest, capability and background to contribute to the committee, as well as through an open invitation process, which may include community information sessions. New members wishing to join the committee must complete the expression of interest process on the Inspiring Australia website, and their applications will be considered for approval at the next committee meeting.

Committee members are expected to;

- attend or send a proxy to at least 8 of the 11 committee meetings to be held in 2018;
- promote National Science Week events through their own personal and/or organisational communication channels;
- support and attend events held in National Science Week where possible, particularly the launch and major events run by the committee;
- be proactive in sharing knowledge and ideas and willingly take responsibility for responding to matters addressed to them;
- if a member leaves their institution they will inform the committee and nominate a best replacement within the institution to take their place.

Members may take on specific responsibilities in the committee according to their interests and availability. These include social media and communications officers, and a grant assessment sub-committee.

Meetings

The QLD Committee meets on a monthly basis to coordinate activities for National Science Week. Meetings occur from February to November, on the first Tuesday of each month at 3:30pm, and alternate between the Ecosciences Precinct at Dutton Park and the Queensland Museum. Additional meetings may be held in the lead up to National Science Week. In 2018 meetings will be held on 13 February (EP), 13 March (QM), 10 April (EC), 8 May (QM), 12 June (EP), 10 July (QM), 24 July (EP), 11 September (QM), 9 October (EP) and 13 November (QM).