

# 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, technology, engineering and mathematics (STEM), 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, particularly those in regional areas, 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
- national activities that give all Australians a chance to participate in science.

### Who coordinates and delivers National Science Week?

The Department of Industry, Science, Energy and Resources coordinates National Science Week by providing funding and support to local committees across Australia 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 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 committee's February meeting. Nominees must agree to the Terms of Reference 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 emails to new members of the committee
- oversee any major partnerships/sponsorships (e.g. Brisbane Firebirds netball team 2019)
- make arrangements for interstate or international speaking guests (if applicable)
- attend bimonthly national teleconference meetings (when possible)
- attend quarterly Inspiring Australia Queensland Reference Group meetings
- represent the committee at the annual National Meeting in Canberra following National Science Week.

### **Appointment of Chair**

The Chair shall be determined at the annual February meeting by vote from all attending members, should more than one candidate nominate for the role. 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 the option to extend for additional years to a maximum of three years. It is recommended that the past chair mentor the new chair in their first year of service.

If there are no nominations for Chair, the current Chair may extend their tenure beyond three years with the approval of committee members.

### **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,

organising bridge banners or editing website content. The Communications Coordinator will make sure all the marketing budget is spent wisely and the messages are aligned across all channels.

### **Grants Coordinator**

The Grants Coordinator is responsible for managing and participating in the assessment, moderation and selection of successful seed grant applicants as well as developing a timeline that meets advertised announcement dates. Other committee members will take on roles as additional assessors.

### **Evaluation Coordinator**

The Evaluation Coordinator is responsible for developing or adapting an existing post event evaluation survey/s. This includes surveys for events and other activities organised or sponsored by the committee as well as those for distribution to successful seed grant applicants. Surveys for seed grant recipients must be distributed when funding is provided to ensure the recipients include the evaluation in their event planning.

The evaluation should gather information that will help the Committee with the completion of its outcome report at the end of science week.

### **Executive Officer**

As a part of the contractual obligations to deliver National Science Week under Inspiring Australia, the Queensland 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 Qwestacon for the committee.

Executive Officer duties include:

- calling for nominations for Chair, Secretary and sub-committee coordinators and members in December or January of each year, and managing the voting process at the February meeting
- managing the National Science Week budget, including grant agreements 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
- attending the national meeting in Canberra following National Science Week
- compiling an outcome report on Queensland's National Science Week program

## **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 form on the Inspiring Australia website and may be required to attend a brief interview (face-to-face or online). Applications will be considered for approval at the next committee meeting.

Committee members are expected to:

- attend (in person or online) or send a proxy to at least 70 percent of committee meetings to be held each year

- 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)
- be proactive in sharing knowledge and ideas and willingly take responsibility for responding to matters addressed to them
- if a member joined the committee as a representative of their organisation and needs to resign they will inform the committee and nominate a best replacement within their organisation (if possible). The nominated person must complete an expression of interest on the Inspiring Australia website and be considered for approval at the next committee meeting.

Members are encouraged to take on specific responsibilities in each sub-committee according to their interests and availability. These include and may not be limited to writing, editing and publishing social media and website content, grant assessment and developing post-event evaluation surveys.

## **Meetings**

The committee meets on a monthly basis to coordinate activities for National Science Week. Meetings in the lead up to National Science Week in August are held fortnightly, this typically occurs from June.

Meetings occur from February to November, on the first Tuesday of each month at 4pm for approximately one hour. Currently meetings are held in person at the Ecosciences Precinct at Dutton Park, and online.