

Cambridge Reproduction Steering Committee: Terms of Reference

Purpose of the Steering Committee

To advise the Executive Committee on all aspects of the programme, policy, activities and future directions of the, and in particular to ensure that all communities comprising Cambridge Reproduction are properly represented and informed.

Roles and responsibilities

To advise on all aspects of the programme, policy, activities and future directions of Cambridge Reproduction, and to assist in developing its resources and capabilities.

To assist the Executive Committee in determining an intellectual framework and developmental strategy for Cambridge Reproduction that reflects the unique strengths and potential of the University and that helps to mitigate identified weaknesses.

To monitor and advise on the operations of the Executive Committee.

To constitute a decision-making body in relation to the major strategic issues concerning Cambridge Reproduction, and to oversee and approve appointments to the Executive Committee, including Co-Chairs, and to the External Advisory Board.

To assist Cambridge Reproduction in raising the institutional, national and international profile of research and other activity in the field of reproduction at the University of Cambridge.

Meeting arrangements

The Steering Committee shall meet three times each year (once per University term).

The quorum for Steering Committee meetings shall be ten members.

The agenda for meetings shall be proposed by the Executive Committee; meeting minutes will be taken by the Programme Manager and circulated afterwards.

Appointments and membership

The Steering Committee shall consist of no more than 25 members, ensuring that all relevant departments and affiliated organisations are represented.

There will be two Postgraduate Student Representatives, ideally from different Schools.

There will be at least two Postdoc Representatives, ideally from different Schools.

New members shall be appointed by the Cambridge Reproduction on the recommendation of the wider Steering Committee and Executive Committee.

Membership of the Steering Committee can be by application, nomination or invitation. Expressions of interest and nominations for membership of the Steering Committee are welcome from all members of Cambridge Reproduction, and from the wider Cambridge reproduction community.

Members of the Steering Committee shall be appointed in the Michaelmas Term to serve for three years from 1 January following their appointment, with the possibility of re-appointment for one period of three years. Postdoc Representatives will serve for two years, with the possibility of re-appointment for one period of one year. Postgraduate student representatives will serve for one year, with the possibility of re-appointment for one period of one year. Re-appointment is not automatic and is at the discretion of the Executive Committee and Steering Committee.

The Steering Committee may co-opt additional members in order to foster and maintain strategic links or to provide advice about specific areas of the Cambridge Reproduction programme.

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