

Association of Applied Biologists

Working rules

DRAFT

Term of office of Council Members

The constitution includes rules for the President (a total of four years, two as President Elect and two as President), and Convenors (a maximum of six years – two terms of three years). The Council meeting of 21st November 2001 agreed that ‘Other Officers’ were normally expected to serve five years subject to annual ratification by the membership’. [21st November 2001]

Specialist groups

At the 21st November 2001 Council meeting it was suggested that at one meeting each year, Convenors look at the structure of the groups and decide whether any should be reformed or additional groups created. [21st November 2001]

AAB Staff – annual salary and grading review

Salary and grading assessments will be made at the first Council meeting of each year and will be preceded by staff assessment through PPDR forms and interviews.

Cost of living increases – will be awarded, subject to a satisfactory PPDR review.

Movement up the salary scale – will normally require the incorporation of additional responsibilities during the previous year and a satisfactory PPDR with completion of objectives set for the year. In addition staff will receive an automatic increment in alternate years, subject to satisfactory performance if there is room on the scale.

Staff grading – will be assessed by the normal grading panel as requested by the staff member or proposed via the annual PPDR review. A grading review will normally be required following a major change in the responsibilities of the staff member.

All salary and grading changes must be ratified by Council. [12th March 2002]

Expenses for attendance at AGM

The Council meeting on 21st November agreed that Trustees could claim for travel and subsistence but not for any lunches provided at the AGM. [12th March 2002]

Council Meetings

Normally there will be four Council Meetings per year (March, June, September and November) at dates and venues arranged by the AAB office in consultation with Council Members. The Agenda to be arranged by the General Secretary and the papers circulated by the Office. Meetings will normally be chaired by the President and the General Secretary will take minutes. Reports will be prepared and action taken by members as decided by the meeting.

Annual General Meeting

The AGM will normally be held in September. The venue is arranged by the Office, the Agenda prepared by the General Secretary and the meeting chaired by the President. Minutes will be prepared by the General Secretary. The Treasurer's Report is very important at this meeting because it is needed for the return to the Charity Commission. This and other Reports (Annual Report of the Trustees, Report of Auditors) for the previous year must have been available much earlier because they should be bound into a booklet to accompany the return to the Charity Commission.

Return to the Charity Commission

The return to the Charity Commission should be made as soon as possible after the AGM and before 31 October.

Convenors Meetings

The Office arranges the venue and accommodation. The programme is arranged by the Programme Secretary who also chairs the meetings. Papers are circulated by the Office. Minutes are prepared by the Executive Officer and detailed discussions of important issues prepared by the Programme Secretary for presentation to the full Council.

Meetings of the Specialist Groups

The relevant Convenor arranges the venue, the agenda and the circulation of papers. The Convenor also chairs the meeting, but delegates the preparation of minutes to a member of the group. A member of the Office should attend if required. The Convenor should ensure the exchange of information between the Group and Council.

Meetings of the Strategy Group

The Office arranges the venue and the President the agenda. Notes of the Meeting are to be prepared by the General Secretary or the Executive Officer.

Alf Keys