

## **Terms of Reference for RIA Standing Committees**

### **Background and Purpose**

Following a review of the disciplinary committee structure, the RIA established 10 multidisciplinary committees in September 2014. Their mission is to promote co-operation across and within relevant scholarly disciplines; to advise, contribute to and guide Academy's engagement in these areas and on issues of topical interest, on an all-island basis.

In addition, two standing committees were established to oversee and carry out specific defined functions, consistent with a significant current and continuing commitment by the Academy, that could not be carried out elsewhere and which are essential to, and complement the work of, two of the committees. The Standing Committee for Archaeology (SCA) is a standing committee within the RIA's Historical Studies Committee. The Standing Committee for International Affairs (SCIA) is a standing committee within the RIA's Social Science's Committee.

### **Composition**

The membership of the standing committees shall comprise a maximum of 20 persons, consisting of the Chair and up to 19 other members, normally including at least two Members of the Royal Irish Academy.

Where the RIA has sought institutional representation on a standing committee, such committee member(s) shall attend meetings in their capacity as an institutional representative. However, the RIA's strategic aims will have precedence over other institutional purposes in the work of the standing committees.

The Chair and the membership of the standing committees shall be subject to approval by RIA Council.

### **Term of Office**

Members of the standing committees will normally serve a four-year term. Members may be appointed for a second term.

Committee members will be expected to participate regularly in the meetings and activities of the committee. Members who do not participate regularly may be asked to step down before the end of their term of membership, at the discretion of the Chair in consultation with the PL&A Secretary.

### **Officers of the Standing Committee**

Each standing committee will be chaired by an Academy Officer for its first meeting as a newly constituted standing committee. The Chair, Vice-Chair and Secretary shall be elected at the first meeting. Nominations will be sought from committee members at the start of the first meeting. If more than one nomination is received, a secret ballot will be taken. After the election of the Chair, the same process will be followed for the roles of Vice-Chair and Secretary.

The Academy Officer will not vote in these elections.

Chairpersons and Secretaries may not succeed themselves in office.

## Meetings of the Standing Committee

Meetings should be held as often as is deemed necessary and no less than twice per year. Meetings will normally take place in Academy House but may be held elsewhere. Notice will be sent at least two weeks in advance of a planned meeting.

Standing Committees may establish time-limited Working Groups (WGs) for task-specific projects. Membership of WGs may be open to membership outside of the committee. These WGs for task-specific projects will cease on completion of the task. Working Groups will be required to report to the relevant Standing Committee.

## Duties and Responsibilities of the Standing Committees

Each standing committee has been set up for a particular purpose. Activities falling outside this will be undertaken by the relevant multidisciplinary committee. The specific duties and responsibilities of the standing committees are as follows:

### Standing Committee for Archaeology (SCA)

- Oversee the management and implementation of the Archaeology Grants Programme.
- To organize, when appropriate, a biennial conference ‘*Revealing the Past*’ which showcases the work of selected grants recipients.
- Report on the activities of the standing committee to the Historical Studies Committee. One or more representatives, usually including the Chair, of the SCA shall attend, represent and report on the activities of the SCA at each of the meetings of the Historical Studies Committee.
- Seek approval, through the Historical Studies Committee, from the Academic Board on the activities of the standing committee. The Historical Studies Committee Chair will represent SCA proposals at Academic Board.

### Standing Committee for International Affairs (SCIA)

- Organise, when appropriate, an annual conference on international affairs.
- Serve as the Editorial Board for the *Irish Studies in International Affairs* journal.
- Contribute to informed public debate on pertinent international issues.
- Report on the activities of the standing committee to the Social Sciences Committee. One or more representatives, usually including the Chair, of the SCIA shall attend, represent and report on the activities of the SCIA at each of the meetings of the Social Sciences Committee.
- Seek approval, through the Social Sciences Committee, from the Academic Board on the activities of the standing committee. The Social Sciences Committee Chair will represent SCIA proposals at Academic Board.

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