

1. *The Professional Practice and Development Committee (PPDC) of the British Society of Soil Science*

- 1.1 The British Society of Soil Science (BSSS) is a membership organisation whose mission is ‘to advance the study of soil and to promote a better understanding of soil, nationally and internationally.’ BSSS is a company limited by guarantee under The Companies Act 2006. It is also a Registered Charity (No. 1134456) under the Charity Act 2006. The Governing Documents for the Society are the **Memorandum of Association and Articles of Association** (the Articles) incorporated on 21 December 2009 and **Bye-Laws** adopted by the Trustee Board on 1 November 2017.
- 1.2 Under 12.2 of the Articles and 10.1 of the Bye-Laws, the Trustees shall establish a committee of the Trustee Board called the Professional Practice and Development Committee (PPDC) to manage the business that was formally undertaken by the unincorporated Institute of Professional Soil Scientists (IPSS).
- 1.3 As defined in the Bye-Laws (1 and 10.1), the PPDC represents the Members of the Society.
- 1.4 Details of membership and a Code of Conduct for Members of the Society are set out in the Society’s Governing Documents above.

2. *Functions of the PPDC*

- 2.1 In accordance with 10.1.3 of the Bye-Laws, the functions of the PPDC are to:
 - (a) promote guidance on professional practice and keep Members of the Society informed of new developments and professional opportunities;
 - (b) in liaison with the Council and relevant Committees, monitor relevant external issues, promote soil science as a professional discipline and engage with central and local government, industry, and the public to expand the application of professional soil science for the good of society and the environment;
 - (c) represent the views of Members of the Society internally and externally in liaison with the Council and relevant Committees;
 - (d) promote the adoption of appropriate professional standards in all work involving soil science through the publication of professional competency statements for use by government, industry and the general public when conducting or contracting out soil science work;
 - (e) provide certification and accreditation of members and offer soil scientists a route to qualification as Chartered Scientist;
 - (f) encourage Members to pursue and record their Continuing Professional Development (CPD) and provide guidance and feedback on this where necessary, and work with the Outreach Committee to provide opportunities for CPD;
 - (g) review Membership administration regulations including grades;
 - (h) continually assess the content and relevance of society training courses to ensure that they support the needs of the Membership and are relevant to society at large.

3. *PPDC Committee Members*

- 3.1 The PPDC shall comprise at least one Trustee (as set out at 13.1 of the Articles), one Chair, and six to eight additional members which should include an Incoming Chair, Past Chair, and Science Council Representative. The Executive Director is a de facto member of the committee.
- 3.2 Other roles may include a Teaching Practice Representative, Research Practice Representative, Consultancy Practice Representative, Representative on the Outreach Committee and a Working with Soil Representative.
- 3.3 The committee will choose one existing member to act as Equity, Diversity and Inclusion (EDI) champion and consider this alongside the committee's activities.

4. *Method of Working*

- 4.1 As far as possible, the PPDC shall be representative of Early Career, Full and Fellow member grades of the Society.
- 4.2 A minimum of 50% of committee members is required to make the meeting quorate
- 4.3 The Chair of the PPDC shall not hold the office of Chair for more than three years in succession but shall then be eligible for re-election on a different committee post. The outgoing Chair shall be succeeded by the Incoming Chair.
- 4.4 Committee members shall not hold their post for more than three years, but after three years shall be eligible for re-election to a different committee post.
- 4.5 Committee members may take parental leave of up to one year on the birth or adoption of their child. Committee members will be able to rejoin the committee with the same membership tenure as the day they left for leave.
- 4.6 Committee members may take leave of up to one year for caring responsibilities. Committee members will be able to rejoin the committee with the same membership tenure as the day they left for leave.
- 4.7 A diverse representation of members on the committee is encouraged, in line with the Society's Equity, Diversity and Inclusion policy.
- 4.8 Elections of PPDC members should be carried out by the PPDC. Nominations shall be submitted to a PPDC meeting, where the group should consider and agree the outcome for each nominee.
- 4.9 Nominations for the Chair should be submitted to a PPDC meeting, where the committee should consider and agree their preferred Chair. The nomination for the preferred Chair should be submitted to the next BSSS Council meeting for ratification and an election should take place at the next General Meeting.
- 4.10 The committee must be quorate to elect new members.
- 4.11 If a committee member, including the Chair, does not attend 50% of meetings in any given year, the Chair may remove the committee member from their post. This decision should be made by the Chair in conjunction with the committee. In the case of the Chair, this decision will be made by the Society President.
- 4.12 The PPDC Chair will be a member of BSSS Council.
- 4.13 All members of the committee shall be Society members in good standing.
- 4.14 The PPDC will meet at least twice annually.
- 4.15 The PPDC shall report to the Council and Trustee Board at least once in every financial year of the Society.

5.0 *Committee Operations*

- 5.1 The PPDC shall include reporting sub-committees of a minimum of three members to consider applications for Membership, Fellowship and Chartered Scientist and to assess CPD returns from members. Meetings of the sub-committees will take place prior to meetings of the main PPDC, as required.
- 5.2 Members will independently assess membership applications and CPD as specified in the relevant guidance, as and when applications are submitted.
- 5.3 Committee members will be expected to declare a conflict of interest if they have formal/ professional links with any applicants and will withdraw from the awarding process.
- 5.4 Three members of the PPDC must agree the decision for it to be carried.
- 5.5 The Executive Office will inform applicants of the committee's decision and if relevant, will provide guidance on why the application was rejected.
- 5.6 As required, the Chair will recommend to Council changes of operating methods, process or funding patterns in light of external or internal factors.

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