



Europlanet Regional Hub Committee

Terms of Reference

Purpose

To act as a strategic and operational body to advise, coordinate and champion planetary science and the activities of the Europlanet Society within the designated Hub region to further the Society's commitment to building and sustaining Europe's planetary science community.

Reporting lines

Each Regional Hub Committee will report to the Europlanet Society Executive Board ("the Board") *via* its Committee Chair.

The Chair of each Regional Hub Committee will submit a written report to the Board on a bi-annual basis presenting the Committee's actions and details any recommendations or issues arising during the reporting period.

The Regional Hub Committee Chairs will elect one of their number to act as the Regional Hub representative and attend Board meetings *ex-Officio* for a term of one year.

The Regional Hub Committee Chairs may, from time to time, liaise with Board members with designated responsibility for specific remits of Europlanet Society activities. No formal reporting lines are required, but these liaisons should be used for dissemination and consultation.

Liaison between other Europlanet Committees is *via* the Chairs of each Committee, or *via* the specific representatives on each Committee for the purposes of dissemination and consultation.

The Regional Hub Committees may, from time to time, commission and operate sub committees, approved by Europlanet Board, and informal working groups to progress the Committee's objectives.

Subcommittee and Working Group will report to its parent Regional Hub Committee. Reporting is *via* the subcommittee or working group Chair to the Regional Hub Committee Chair. Reporting occurs at least quarterly, by circulation of meeting minutes.

Meetings

1. The Regional Hub Committee will meet at least quarterly, using virtual or face-to-face meeting, unless coincidental with Europlanet activities
2. The Chair will approve the agenda of all meetings and it will be circulated to members at least 5 days prior to the meeting
3. The minutes of meetings will be recorded, circulated and formally agreed *via* email, before being submitted by the Chair to the Board.

Membership and roles

Allocated roles must include the following (some committee members can cover more than one officer role):

- Chair
- Vice Chair
- Industry Officer
- Outreach Officer
- Diversity Officer
- Early Career Officer
- Policy Officer

It is envisioned that members commit themselves to serve on the Committee for a term of up to 4 years depending on their role, with an option to prolong membership for maximal one additional term.

Although membership is dependent on role, it should also reflect diversity of the community.

Membership of sub committees and working groups should be drawn from members of the Europlanet Society.

Aims

1. To promote, foster and support planetary science and related activities within the designated Hub region
2. To promote, encourage and support the Constitution of the Europlanet Society and meet Europlanet's commitment to diversity within the Hub region
3. To provide guidance and make recommendations to the Europlanet Executive Board on regional issues, including where action is needed
4. To support the practical delivery of activities to build and sustain the Europlanet Society within the academic, industrial, policy, outreach and education communities at a regional level
5. To review, report on, share and exchange good practice within and outside the Society

Resources and budget

Each Regional Hub Committee may draw on a discretionary budget, up to a maximum amount approved by the Board annually, to support activities to further the aims of the Society. This can be claimed upon submission of receipts to the Europlanet Society Executive Office.

The Regional Hub Committees are eligible to respond to calls for funding proposals issued by the Europlanet Society to support the activities of its Committees or Working Groups or activities of the Society Membership.

No expenditure from the Europlanet Society budget may be incurred except in accordance with a budget previously agreed with the Board. However, any kind of funding raised by the hub may be spent by the Committee, assuming that expenditures follow the principles laid out in the Europlanet Society Code of Conduct.

Review

The Regional Hub Committee Terms of Reference will be reviewed annually.