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| The aim of this document is to provide members of the Institute of Air Quality Management (IAQM) Committee (the ‘IAQM Committee’) with a summary of the role of the committee, and an outline of the specific responsibilities of committee members.This document also acts as a record of previous decisions and procedures, so that new members can familiarise themselves with the way the Committee works, and longer-standing members can remind themselves of previous decisions.By its nature this is a living document, subject to change as new decisions are made. The most recent copy can be downloaded from the **Committee area** of the website (**iaqm.co.uk/committee**). You need the following user name: **IAQMCommittee** (not your email) and the Password is: **IAQM\_2019!%** |

**IAQM Committee Manual**
**Version 1.11**

# Institute of Air Quality Management (IAQM)

IAQM is the body that represents professionals working in the field of air quality management. Its aim is to enhance the standing of the profession. It provides its Members with information in the form of guidance, position statements and events to help them undertake their work.

When the IAQM was established in 2002, it was estimated that there were 400 professionals working in the whole air quality profession in the UK. Since then the profession has expanded rapidly and the IAQM has become the representative voice of air quality professionals in the UK. The IAQM now has over 550 members in four grades: Fellow, Member, Associate Member and Affiliate Member. Details of the different membership types can be found on the [website.](file:///C%3A/Users/user/AppData/Local/Packages/microsoft.windowscommunicationsapps_8wekyb3d8bbwe/LocalState/Files/S0/53688/Attachments/iaqm.co.uk/membership/)

IAQM is not a campaigning group. It also does not provide a consultancy service, offer advice nor endorse products.

# Institution of Environmental Science (IES)

IAQM’s administration is managed by the [Institution of Environmental Sciences](https://www.the-ies.org/) (IES) and all members of IAQM must also be members of IES. IES is a registered charity and as such is regulated by the Charity Commission. The Charity Commission requires charities to maintain strong governance and provides a series of [guidance documents](https://www.gov.uk/government/publications?keywords=&publication_filter_option=guidance&topics%5B%5D=all&departments%5B%5D=charity-commission) for charities and their trustees. Although ultimate fiduciary responsibility lies with the [IES Trustees](https://www.the-ies.org/structure_and_personnel), IAQM Committee Members must have a good understanding of the rules and regulations that govern charities in England and Wales.

IAQM has no directly employed staff. It relies on IES staff (‘the Project Office’) and the voluntary contributions of its Members, in particular those on the IAQM Committee. Technical expertise and input are provided by IAQM members. The Project Office contributes to the work of IAQM in a number of ways, with the key support provided by the following staff at the Project Office:

* The Engagement & Communities Lead is the first point of call for the IAQM Committee and works collaboratively with the Committee to meet its objectives. Currently works on behalf of IAQM approximately 2 days/week.
* The Office Administrators administer membership and deal with membership queries,
* The Policy Officer can assist with policy issues,
* The Events & Marketing Lead organises event logistics, and
* The Publications Officer oversees the production of publications.

IES also manages IAQM’s finances, which are incorporated in the IES’s annual accounts. Tracking codes help Identify IAQM income, invoiced expenditure is straightforward and staff keep timesheets of time allocated to IAQM projects. The IES’s financial year runs from 1st July to 30th June.

Several IES governing documents and policies apply to its sister organisations. The document that covers the governance of the IES and its committees and the scope of its activities is the [Articles of Association](https://www.the-ies.org/sites/default/files/documents/articles_of_association.pdf) and [Byelaws](https://www.the-ies.org/sites/default/files/documents/byelaws.pdf). The powers delegated to the IAQM Committee are outlined in the Scheme of Delegation (available from the Office) reviewed periodically by the IES Council. The IES is signed up to the Science Council’s [Declaration on Diversity, Equality and Inclusion](http://sciencecouncil.org/web/wp-content/uploads/2016/01/Science-Council-Declaration-on-Diversity-Equality-and-Inclusion.pdf) and the organisation also has a [Confidentiality Policy.](https://www.the-ies.org/sites/default/files/documents/confidentiality_policy.pdf)

# Committee

The IAQM Committee is the management body of IAQM. It is the decision-making body regarding all aspects of IAQM’s work.

IAQM Committee members are appointed for fixed terms of three years. The selection procedure aims to ensure that all Committee members are respected professionals, with a balance between experience and proven track record, and having new voices on the Committee. At the end of their term, IAQM Committee members are eligible to stand again for reappointment for a further three-year term. All members must follow the selection procedure described below, including for reappointment.

## 3.1 Selection procedure

The procedure for recruiting new members to the IAQM Committee is as follows:

* In September (at least six weeks before the AGM) the Project Office emails IAQM members (Associates, Members and Fellows) inviting them to nominate members to join the Committee. They also remind Committee members whose terms are ending that they need to reapply.
* Members and Fellows can be nominated and self-nomination is permitted. Both types of nomination require a seconder
* Each year 3 committee spaces are up for election
* The committee reserves the right to allow for 3 co-options to the committee over 3 years, to address gaps in skills and diversity. This includes consideration of underrepresented groups and diversity gaps, to help encourage increased diversity
* Associate, Members and Fellows can vote and are given a period of up to 4 weeks to submit their votes using an online form
* New committee members are elected at the AGM in November following a count of the votes

## 3.2 Membership

The number of Committee Members is not fixed but includes an *ex officio* member (from the IES) and five Committee Officers (roles outlined in section 3.3).

Selection of members and election of officers (Chair, vice-Chairs, Treasurer, Secretary) of the IAQM Committee are formally ratified by IAQM Members (of all grades) at the AGM held each year, usually in November.

The 2021/2022 Committee members are (term expiry year in brackets):

|  |  |  |
| --- | --- | --- |
| Carl Hawkings(2024) | Tom Reade (2023) | Christine McHugh (2022) |
| Kieran Laxen (2024) | Daniel Marsh (2023) | Roger Barrowcliffe (2022) |
| Honor Puciato (2024) | Bernard Fisher (2022) | Ethny Childs (*ex-officio)* |
| Xiangyu Sheng (2024) | Sam Pollard (2022) |  |
| Hugh Datson (2023) | Chris Rush (2022) |  |
| Chuansen Ren (2023) | Duncan Urquhart (2022) |  |
| Davide Pascarella (2023) | Emma Gibbons (2022) |  |
| Sarah Horrocks (2023) | Rosalind Flavell (2022) |  |

## 3.2 IAQM Committee Officers

Officers are normally elected for a three-year term and can re-stand for the same Office. It is desirable that the officer terms be staggered to ensure that they do not all expire at the same time and impact the integrity of the Committee. Nominations for the Officer positions are sent to the Secretary in advance of the November committee meeting, with the Officers established following nomination and seconding. Committee members can self-nominate for officer roles.

The Officers, current holders and dates of next election are:

2022 President Bernard Fisher

2022 Chair Christine McHugh

2023 vice-Chair (one of two) Vacant

2022 vice-Chair (two of two) Roger Barrowcliffe

2023 Secretary Ethny Childs

The officer roles are outlined below:

**President**: be a voting member of the IAQM Committee; encourage and support the work of the organisation; raise our profile in appropriate circles; attend selected events on behalf of IAQM; provide leads for sources of influence, collaboration and/or funding.

**Chair**: chairs the Committee Meetings and AGM, is responsible for the good governance of IAQM and provides leadership to the organisation.

**Vice Chair/s:** deputises and acts on the Chair’s behalf (in their absence) and supports them in their work.

**Secretary**: responsible for the administration of IAQM meetings

## Conflicts of interest

All Committee Members must act, and be seen to act, in the best interest of IAQM and not for their own private interest or gain. Committee members represent themselves, not the organisation they work for. There may be situations where Committee Members’ own interests and the interest of the IAQM Committee appear to clash. The issue is not the integrity of the member concerned, but IAQM’s management of any potential overlap or conflict of interests which will naturally arise from time-to-time.

Not all conflicts of interest stand as a bar to service as a Committee Member. It will depend on the circumstances, including the size and nature of the benefit at issue. It will often be enough for a Committee Member to withdraw from those discussions and decisions which closely involve their interests, or even to declare more general or indirectly relevant interests so that everyone is clearly aware of them.

An open approach to potential conflicts of interest, which includes recognising, acknowledging and managing the issue in a transparent and efficient manner, can help to meet good practice guidelines and protect the reputation of the Committee.

## 3.5 IAQM Committee Meetings

IAQM meetings are held on a quarterly basis with two meetings followed by an IAQM Forum (technical presentations, formerly called a Discussion meeting). The AGM is held after or near the committee meeting in November.

Since March 2020 Committee meetings have been online.

Previously, Committee meetings were held at [Arup’s London offices](https://goo.gl/maps/uSG6K8L8iUEaxoNE8) in Fitzroy Street. We are grateful to Arup for the use of their offices. Katie Highnam (Katie.Highnam@arup.com) was the contact for booking these rooms. The Project Office sends a calendar invite for the meetings. These were used to give the correct names to the front desk at Arup, so please respond to the invite and change your status if you can no longer attend.

No substitutes are permitted. Members can attend by telephone/remotely if equipment is available and they have notified the Secretary in advance. Dial in details/online link can usually be found in the calendar invite.

The Committee meetings are relatively informal, but all members are requested to come to the meeting with a positive attitude and to follow the following guidelines:

* Treat members and staff with respect both, during the meeting and outside of the meeting
* Be prompt in arriving to the meeting and in returning from breaks
* Turn mobile phones off or to vibrate. If you must take urgent calls on the phone, take your conversation outside.
* Limit side conversation
* Be patient when listening to others speak and do not interrupt them
* Members need to stay on the topic being discussed
* When a topic or agenda item has been discussed fully, do not bring the same subject back up
* If a member is unable to attend a committee meeting, the committee member is expected to read the minutes of the missed meeting to ensure that they understand any decisions made in their absence and that a closed topic or agenda item is not revisited. If they do not understand the basis for a decision, the committee member should contact the Chair or a vice-Chair who will provide a summary of the discussion that led to that decision.
* Don't make threats or rude comments to other committee members or staff
* Address any concerns about the discussion or the meeting with the Chair. It is the Chair's job to bring the meeting to order and they have the right to expel members that are being disruptive
* Be respectful of other people's ideas, situations, cultures and backgrounds when they talk. Try not to judge them or point fingers.

Generally, decision making is based on the consensus of the members attending a meeting (in person, by phone or online). There may be occasions when the Chair considers it necessary to have a vote. This is at the Chair’s discretion. Individual members should be aware that they may not agree with all decisions, but should be committed to the concept of collective committee responsibility. This means that once the committee has decided on something, they should support as enthusiastically as if they voted for it in the first place.

## 3.6 Sub-committees

Sub-committees can be made up of any Member of the IAQM. Sub-committee members’ terms are one year. Each sub-committee should have at least one member (the sub-committee Chair) who sits on the IAQM Committee to report back on the actions of the sub-committee. Members of the IAQM committee appear in red on the membership lists.

Sub-committee Chairs are elected each year at the November Committee meeting and ratified at the AGM.

Sub-committee members who are also members of the IAQM Committee are established during the January Committee meeting, usually on a self-nomination (volunteering) basis. The sub-committee can invite other members of the IAQM to join the sub-committee and the sub-committee Chair should consider approaches from any volunteers who ask to contribute to the sub-committee’s work. This situation has not arisen to date. The final decision will lie with the sub-committee Chair.

### 3.6.1 Membership Sub-committee

The role of this sub-committee is to review the applications for Associate Member and Member grade and to review CPD returns. As there is no minimum entry requirement for Affiliate, these are processed by the Project Office.

The Project Office circulates the applications to the Membership sub-committee once a month. Members of the Membership sub-committee submit their responses to the Project Office only to avoid swaying the opinion of other members of the Membership sub-committee or generating lengthy discussion by email. Two assessors need to agree on the grade awarded to the applicant. If there is uncertainty/disagreement, the application is referred to a third assessor. The IAQM Application Grading System is used to assess applications. The Project Office informs the Membership sub-committee when sufficient responses have been received, and informs the applicant of the outcome.

To avoid conflicts of interest, members of the Membership sub-committee should not review applications from a current employee from their own organisation or for someone who named them as a referee. In this instance, they should inform the Project Office and withdraw from the assessment of that individual.

 Current membership:

|  |  |  |
| --- | --- | --- |
| Roger Barrowcliffe | Tom Reade (Chair) |  |
| Christine McHugh | Sarah Horrocks |  |

The membership sub-committee is supported by the Office Administrators (info@the-ies.org).

### Short Course Endorsement Sub-committee

The role of this sub-committee is to assesses appropriate short courses for endorsement. The [procedure](http://iaqm.co.uk/wp-content/uploads/documents/endorsement_of_short_courses.pdf) for this is available on the IAQM website. In the event of any conflict of interest, the member must leave the sub-committee for the specific course being evaluated. A review is judged to be complete when responses are received from three members. The Chair leads on organising the assessment of short courses for endorsement and selecting appropriate members of the sub-committee to complete the assessments.

Current membership:

|  |  |  |
| --- | --- | --- |
| Rosalind Flavell | Carl Hawkings |  |
| Daniel Marsh | Chuansen Ren |  |

The Short Course Endorsement sub-committee is supported by the Engagement & Communities Lead.(ethny@the-ies.org).

### Early Career Group Committee

The role of this sub-committee (of the IAQM Committee) is to support networking and development for Affiliate, Associates and Members at the early stage of their career. Early career is defined loosely and includes those in the first five years of professional experience in air quality. Most of the sub-committee are IAQM Members in this target group. The sub-committee is responsible for the organisation and development of the network’s activities.

Each year the Early Career Network publishes a call for members to apply to join the Group Committee. This call for members should ensure a wide reach, inclusive language and encourage applicants from underrepresented groups. At this point, existing members can step down from their position to allow new members to get involved. Interested members are requested to submit a short submission of interest outlining why they would be a good addition to the group and what skills they would bring. These submissions are then circulated to the existing Group Committee for consideration. Should a consensus not be met, the Group’s Chair holds the deciding vote.

Successful candidates are notified by email and assigned a role and a start date. Dependent on the quantity of new position holders, these start dates may be staggered to minimise disruption. Existing group members handing over their position are encouraged to provide the new position holder with a short briefing prior to their start date. New Committee members are then introduced at the next Early Careers Network meetup and invited to all subsequent conference meetings.

Current membership:

|  |  |  |
| --- | --- | --- |
| Honor Puciato | Mark Nichols | Adam Price |
| Davide Pascarella | Emily Portergill | Nicole Asante |

The Early Careers Committee is supported by The Engagement & Communities Lead(ethny@the-ies.org).

## IAQM Annual Work Plan

In April of each year, the Committee produces an annual work plan to enable IES to prepare its business plan and budget for the next financial year, allocating appropriate resources. The work plan sets out the IAQM’s key activities and outputs for a 12-month period and is prepared collaboratively with the IES. It includes IAQM Committee meetings, events and publications. It is updated throughout the year and is a standing agenda item at Committee meetings.

# 4. Continuous Professional Development (CPD)

The IAQM operates a Continuous Professional Development (CPD) scheme to ensure Members develop as high-quality professionals. All members, except Affiliates, are required to submit their CPD record for the previous year by April. It should cover formal learning, work-based learning, professional activity, self-directed learning and other voluntary work such as contributing to the work of IAQM. Further [guidance](http://iaqm.co.uk/cpd/) is provided on the IAQM website.

Professional Members are encouraged to use the IES CPD recording system available in the [Members’ Area](https://www.the-ies.org/members), and are required to keep their record up-to-date (whether using the IES or another system). A randomly selected 5% of the membership is audited over the summer each year by the Membership Committee.

# 5. IAQM Activities

## Events

In 2021/2022 the planned events have been affected by the COVID-19 lockdown. Typically, IAQM organises the following events each year:

* Dispersion Model User Group (DMUG) or Monitoring Air Quality (rotating) – one-day technical conferences. These are organised by Roger Barrowcliffe. In 2020 he was to be assisted by Kevin Wyche.
* Routes to Clean Air (RTCA) – a two-day conference on topical technical and policies issues aimed at providing attendees with a broad understanding of air quality management. This is organised by Claire Holman.
* Two Forums (previously called discussion meetings) on topical matters – all committee members are expected to suggest themes.
* Annual General Meeting (November) - usually followed by Forum on a topical issue, or .
* Two meetings of the Early Career Group – one in London and one outside of London
* In 2020 there was a virtual one-day Indoor Air Quality Conference on 22nd June, and
* The IAQM also holds regular webinars (~monthly). The lead for this on the Committee is Bernard Fisher.

## Publications

* + 1. Guidance documents

IAQM publishes [guidance](http://iaqm.co.uk/guidance/) documents, which are periodically updated to reflect best practice and new knowledge.

Members are consulted on new and substantially updated guidance. The responses are considered by the working group established to produce the guidance before a final version is published on the IAQM website. Prior to updating guidance members are consulted about their experience of using the guidance. From 2019 we started publishing the consultation responses. Respondents are given the option that their comments are: published with their name; published anonymously; or not published.

* + 1. Position statements

IAQM also publishes [Position Statements](http://iaqm.co.uk/guidance/) on matters that could affect the way in which Members carry out their professional tasks, and on air quality topics and issues where the IAQM can provide a unique perspective from which to give a professional opinion. They are not guidance. They are periodically reviewed to ensure that the position remains relevant.

Position Statements are drafted by members of the IAQM Committee or members of the IAQM to whom the Chair has delegated the task. The first draft is reviewed by the IAQM Committee with a view to reaching a consensus agreement on the Interim Position Statement. The Interim Position Statement allows Members the opportunity to comment. At the IAQM Committee meeting following the publication of the Interim Position Statement on the website, any comments received are discussed and amendments agreed. The final Position Statement is then published on the website.

* + 1. Journal - the environmental SCIENTIST

The IAQM aims to lead on an air quality edition of the IES journal, the environmental SCIENTIST, every two to three years. Past editions include [Improving Indoor Air Quality](https://www.the-ies.org/resources/improving-indoor-air-quality), [Time for a new Clean Air Act?](https://www.the-ies.org/resources/time-new-clean-air-act) and [Air Quality – should we have achieved more?](https://www.the-ies.org/resources/air-quality-should-we-have) In between these editions, IAQM also contributes to other cross-cutting editions.

# 6. Government Consultations

The IAQM Committee responds to government consultations on air quality issues on behalf of the Members. Sometimes these are written by suitably qualified volunteers on the IAQM Committee or through a process of gathering opinions from Members, depending on the nature of the consultation.

# 7. Speaking to the media

IAQM is keen to get media exposure, but we also need to give the right signals about our organisation. So, you must not talk to journalists on behalf of the IAQM without first speaking to the Chair. Simply take down their details and let them know that you will call them back.

# 8. Expenses

Committee Members must not gain from their position. Members may not be employed or paid by IAQM or the IES. Members are not entitled to receive any cash payment or payments in kind out of a charity’s funds other than reasonable and necessary out-of-pocket expenses.

Historically IAQM Committee members have not requested their travel expenses. However, reasonable travel, hotel, subsistence and other expenses properly incurred undertaking IAQM duties will be refunded for those Committee members who request it. To reclaim these costs, you will need to keep the receipts (including online receipts), complete an expenses form and make the claim in the same financial year as the expenses occurred. The IAQM has a limited budget so please check with the IES CEO before booking travel or accommodation that may reasonably be deemed immoderately expensive.

# 9. Expectations

Committee Members are expected to attend the majority of Committee meetings and contribute to discussions.

All Committee Members are also expected to:

* represent IAQM internally and externally and act as ambassadors
* after attending external events, provide feedback to the committee
* actively recruit new members including taking active steps towards recruiting members from underrepresented groups within the current membership
* act professionally in line with the high standards expected in public life, and
* inform the IAQM Committee Secretary whether they are attending, or not, Committee meetings.

IAQM Committee members missing two meeting in a year would need to justify their continued membership of the Committee to the Chair. The Chair has the power to withdraw them from the Committee.

**Appendix: Additional documents (email the Project office for copies)**

1. Expense form

*For the Membership sub committee*

1. Application Grading Guidelines
2. IAQM CPD Assessment form
3. IAQM CPD Auditor Guidelines