

UK STEERING COMMITTEE (UKSC)

Terms of Reference

1. DEFINITIONS

- 1.1. "Committee" means the NAFEMS UK Steering Committee
- 1.2. "Committee member" means a member of the NAFEMS UK Steering Committee.
- 1.3. "Member of NAFEMS" means a member of NAFEMS or a representative of a company member of NAFEMS.
- 1.4. "Territory" means the UK and Ireland.

2. OBJECTIVES OF THE COMMITTEE

- 2.1. Enable the objectives of NAFEMS to be delivered within the territory.
- 2.2. Provide feedback to NAFEMS regarding the requirements of members of NAFEMS within the territory.

3. COMMITTEE MEMBERS

- 3.1. The Committee shall aim to have a balance of members between the user community, the vendor community and the academic community. The Committee shall further aim to ensure that its user community members have representation from a number of engineering sectors. The Committee shall review its desired balance of members from time to time.
- 3.2. Members of NAFEMS who are located in the territory may request or may be invited to become a candidate for membership of the Committee.
- 3.3. The Committee may, in exceptional circumstances, invite a non-member of NAFEMS to become a candidate for membership of the Committee.
- 3.4. The Committee shall review the candidate's engineering simulation experience, sector experience and statement of interest. The Committee shall then determine if the candidate would contribute to its activities and to the experience and sector balance within the Committee.
- 3.5. The Committee shall provisionally accept or reject the candidate at a meeting of the Committee. A candidate provisionally accepted by the Committee shall be invited to participate in the activities of the Committee. Once the candidate has participated in three meetings, the Committee shall confirm or reject the candidate as a member of the Committee.
- 3.6. When a Committee member ceases to be a member of NAFEMS, membership of the Committee ceases. The Committee may invite such a member to continue to participate in the activities of the Committee for a limited time.

- 3.7. When a Committee member fails to participate in four consecutive meetings, membership of the Committee ceases unless the Committee decides otherwise.

4. CHAIR

- 4.1. The Committee shall elect a Chair and Vice Chair.
- 4.2. The Chair and Vice Chair shall stand down after a period not exceeding three years. All Committee members (including the Chair and Vice Chair) may offer themselves for election (or re-election) as Chair or Vice Chair.
- 4.3. The election of the next Chair or Vice Chair shall take place at the end of the meeting prior to the end of the current Chair's or Vice Chair's period of office.

5. ROLE OF THE CHAIR

- Provide leadership and direction to the UKSC.
- Act as the focal point for the UKSC.
- Make every effort to attend all UKSC meetings, ensuring that they are run effectively.

6. ROLE OF THE VICE CHAIR

- In the absence or incapacity of the Chair, perform the duties and act as UKSC Chair.
- Serve as advisor to the Chair and UKSC.

7. ROLE OF THE COMMITTEE

- 7.1. The Committee's role is to recommend and support a programme of NAFEMS activities in the territory consistent with its objectives
- 7.2. Primary Responsibility of committee members
- Pulse of industry(ies) – 2 way feedback
 - Share contacts
 - Review papers / presentation abstracts
 - Chair sessions at events
 - Champion use of simulation and NAFEMS role in the community

8. MEETINGS

- 8.1. The Committee shall hold meetings at a frequency agreed by the Committee.
- 8.2. A Committee member may participate in a meeting either by attending the meeting or by any other means of communicating information and opinions regarding the items of business of the meeting.