Australian Society of Plant Scientists (ASPS)

Terms of Reference – Discipline Representatives

1. Purpose

Discipline Representatives serve as the primary link between the ASPS Executive and members within a specific plant science discipline. They promote the discipline within ASPS, ensure its visibility across the Society's communication channels, and facilitate engagement between members, the Executive, and the broader plant science community.

2. Roles and Responsibilities

Discipline Representatives are expected to:

2.1 **Promote the Discipline**

- Raise the profile of their discipline within ASPS and the wider scientific community.

2.2 **Maintain Online Presence**

- Update their ASPS discipline webpage regularly with relevant news, resources, and announcements.

2.3 **Contribute to ASPS Communications**

- Provide at least one annual contribution to the ASPS blog *Phytogen* on topics relevant to their discipline and, where possible, their state.

2.4 **Participate in ASPS Governance**

- Attend the ASPS Executive meeting held on the Sunday prior to the Annual Conference.

- Attend ASPS Executive meetings (one per year) at scheduled times to provide feedback to the Executive.

2.5 **Awards Involvement**

- Participate, as required, in judging ASPS awards in accordance with the Society's award guidelines.

2.6 **Annual meeting session organisation**

- Each disciplinary representative to help organise and/or co-chair a session at the annual ComBio or ASPS conference.

2.7 **Education Representative Specific Duties**

- In addition to the above, the Education Discipline Representative will co-chair a session at the annual ComBio or ASPS conference.

3. Term of Office

3.1 Discipline Representatives must take office within two (2) months of their election.

3.2 The term of office is 12 months.

3.3 Representatives may be re-elected for a second consecutive term but may not serve more than two consecutive terms in the same position.

4. Appointment and Election

4.1 Representatives are elected in accordance with ASPS election procedures.

4.2 Vacant positions may be filled by appointment from the ASPS Executive until the next election cycle.

5. Reporting

5.1 Representatives will provide updates on their discipline's activities at Executive meetings and contribute to the annual ASPS report.

5.2 Reports should summarise key discipline developments, engagement activities, and relevant national or international news.

6. Conduct and Representation

6.1 Representatives are expected to act in the best interests of ASPS and its members.

6.2 Representatives must uphold the Society's values of professionalism, inclusivity, and scientific integrity in all activities undertaken on behalf of ASPS.

7. Review of Role

These Terms of Reference will be reviewed every three (3) years by the ASPS Executive to ensure they remain relevant and effective.