



Open Call for applications for the position of Chair of the British Congresses of Mathematics Education Committee of the JMC

1 Chair of the British Congress of Mathematics Education Committee

1 The person appointed will chair the British Congress of Mathematics Education Committee of the JMC for the next four years and will have particular responsibility for BCME9 to be held in 2018.

2 Applications for this honorary position should be made to the Honorary Secretary of the Joint Mathematical Council of the United Kingdom by 31 July 2014. They should be sent to secretary@jmc.org.uk, to whom also all enquiries should be addressed.

3 Applications should contain a short CV (not more than one page of A4) and a short statement by the applicant of what he or she would bring to the post (also not more than one page of A4), and be accompanied by statements of support from at least two Participating Societies of the JMC.

4 The three sections below give details of the JMC's plans for the governance of BCMEs, a draft timeline and a draft job specification.

2 Resolution of the JMC at its meeting on 17 June 2014

1 There shall be a British Congresses of Mathematics Education Committee of the JMC.

1.1 This committee shall be responsible for running British Congresses of Mathematics Education in 2018 and every four years thereafter.

1.2 There shall be a timeline for each congress which shall be agreed with the Executive Committee, as shall any changes to the timeline. [A draft timeline for BCME9 is given below.]

2 The committee shall have a chair.

2.1 The chair shall hold office for four years ending three months after a congress. The chair will report to the Executive Committee (of the JMC).

2.2 There shall be a job description for the chair which will be agreed with the Executive Committee, as shall any changes to the job description. [A draft job description is given below.]

2.3 There shall be an open call for applications for the position of chair; any application must contain evidence of the support of at least two Participating Societies.

2.4 The chair shall be appointed by the Council at its last meeting before a congress and shall take office three months after that congress. (This is so that the incoming chair, if not already involved, can observe the running of the previous congress in preparation for organising the next one.) Exceptionally, for the four-year cycle leading up to BCME9, the chair shall be appointed by the Executive Committee; the appointment will be made before 11 November 2014 (when the Council next meets) and the chair will take office immediately upon appointment.

2.5 The chair shall be removed from office if a resolution to remove that chair is proposed at a meeting of the Council and the resolution is passed by a two-thirds majority of votes cast at the meeting. A resolution to remove the chair shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the Council.

2.6. If a casual vacancy should arise for the chair then the Executive Committee shall appoint a replacement for the remainder of the term of office.

2.7 Upon appointment and at every Annual General Meeting during her or his term of office, it shall be proposed to the Council that the chair be co-opted to membership of the Council.

3 The composition of the committee will be agreed with the JMC Executive, as shall any changes to the composition.

4 The committee shall have a bank account. Procedures for the operation of the account shall be agreed with the Honorary Treasurer, as shall any changes to the procedures.

5 The committee shall have a website (www.bcme.org.uk). Procedures for the operation of the website shall be agreed with the Honorary Secretary, as shall any changes to the procedures.

3 Draft Timeline

The table below indicates key milestones and latest completion dates (for BCME 9 in 2018). Any changes to this timeline would be agreed with the Executive Committee.

Key Milestones	Completion date	Who is responsible
Memorandum of Understanding / Contract with ATM and MA	September 2014	JMC Executive Committee
Shortlist of possible venues	December 2014	ATM and MA
Selection of venue	December 2014	BCME Committee
Contract with venue	April 2015	BCME Chair and Treasurer
Outline timetable and theme	December 2015	BCME Committee
Suggestions for keynote speakers	February 2016	JMC and all participating societies*
Invite keynote speakers	June 2016	BCME Chair
Upload initial content to website	December 2016	BCME Committee
Call for research papers	April 2017	BSRLM*
Call for workshops	May 2017	ATM and MA*
Evening events finalised	June 2017	BCME Committee
Online booking process prepared	July 2017	BCME Committee
Sponsors identified	July 2017	BCME Committee
Compiled programme which includes all session descriptions	September 2017	BCME Committee
Bookings go live	October 2017	BCME Committee
BCME research papers and other resources to be distributed to delegates	February 2018	BSRLM, ATM and MA*
BCME delegate booklet printed to include session venues	March 2018	BCME Committee
Conference	April 2018	BCME Committee
Wash up meeting	May 2018	BCME Committee
Report to JMC	June 2018	BCME Chair

* The BCME Committee would be responsible for overall oversight and co-ordination.

4 Draft Job Description for the Chair

BCME

The British Congress of Mathematics Education (BCME) takes place every four years under the auspices of the Joint Mathematical Council of the United Kingdom (JMC). All JMC participating societies are involved and the Association of Teachers of Mathematics (ATM) and The Mathematical Association (MA) forgo their usual annual conferences to support the event. The British Society for Research into the Learning of Mathematics (BSRLM) coordinates the research strand of BCME that is part of a programme of workshops, talks and discussion groups.

BCME Chair

The BCME chair is appointed by the JMC and accountable to it for timely preparation and delivery of a high quality event, working closely with the conference administrators of ATM and MA, representatives of ATM and MA, and the BSRLM Executive Committee. The chair should also seek involvement of other member organisations of the JMC.

Candidates for the role of Chair of BCME must have the support of at least two JMC Participating Societies. Nevertheless, the chair will carry out the role on behalf of the JMC and not as the representative of any other organisation or organisations.

The role is for four years until three months after a BCME.

The chair, on appointment, will be proposed as a co-opted member of the Council and will be expected to provide updates to Executive Committee meetings and at Council meetings as appropriate. The chair is accountable to the Executive Committee and will be expected to attend meetings of the Executive Committee when requested. The JMC Chair will act as the point of contact with the JMC Executive Committee for the BCME Chair.

The chair will convene a committee (the BCME Committee) that will comprise at least a treasurer, MA and ATM administrative staff and representatives of MA, ATM and BSRLM. The treasurer will develop a budget to be approved by the JMC Honorary Treasurer. The committee will be responsible for all elements of planning, including organisation and programme, ensuring participation from as many JMC organisations as possible. The committee may, with the agreement of the Executive Committee establish subcommittees. The composition of the committee (and any subcommittees) will be agreed with the Executive Committee.