



Terms of Reference for RIA Standing Committees (2022-2026)

Background and Purpose

The mission of the Royal Irish Academy's ten multidisciplinary committees (MDCs) is to promote co-operation across and within relevant scholarly disciplines; to advise, contribute to and guide Academy's engagement in these areas and on issues of topical interest, on an all-island basis.

The Academy's Standing Committees were established to oversee and carry out specific defined functions, consistent with significant current and continuing commitments by the Academy that could not be carried out elsewhere and which complement the work of the MDCs. The Standing Committee for Archaeology (SCA) is a standing committee within the RIA's Historical Studies Committee. The Standing Committee for International Affairs (SCIA) is a standing committee within the RIA's Social Sciences Committee.

Composition

The membership of the Standing Committees shall comprise a maximum of 20 persons, consisting of the Chair and up to 19 other members, normally including at least two Members of the Royal Irish Academy.

Where the RIA has sought institutional representation on a Standing Committee, such committee member(s) shall attend meetings in their capacity as an institutional representative. However, the RIA's strategic aims will have precedence over other institutional purposes in the work of the Standing Committees.

The Chair and the membership of the Standing Committees shall be subject to approval by RIA Council.

Term of Office

Members of the Standing Committees will normally serve a four-year term. Members may be appointed for a second term.

Committee members will be expected to participate regularly in the meetings and activities of the committee. Members who do not participate regularly may be asked to step down before the end of their term of membership, at the discretion of the Chair in consultation with the PL&A Secretary.

Officers of the Standing Committee

The Chair, Vice-Chair and Secretary shall be elected by the members of the Standing Committee. Nominations will be sought from committee members at an early meeting. If more than one nomination is received, a secret ballot will be taken. After the election of the Chair, the same process will be followed for the roles of Vice-Chair and Secretary. Chairpersons, Vice-Chairs and Secretaries may not serve two consecutive terms in the same role.

Equality Diversity and Inclusion

Standing Committees will aim to be inclusive, accessible and diverse in their composition and activities. The RIA encourages and supports committees to provide for inclusivity and accessibility when planning meetings, activities and events. Events and meetings can typically be made more inclusive by ensuring the accessibility of the following components i) Event or meeting timing ii) Venue and travel arrangements iii) Event design and programming iv) Information and communication materials and v) Registration requirements and by providing appropriate meeting services. Committees are provided with guidelines around selecting diverse speakers for events which they are asked to adhere to.

Meetings of the Standing Committee

Meetings should be held as often as is deemed necessary and no less than twice per year. Meetings will normally take place in Academy House, or as hybrid meetings, but may be held elsewhere. Notice will be sent at least two weeks in advance of a planned meeting. Standing Committees may establish time-limited Working Groups (WGs) for task-specific projects. Membership of WGs may be open to membership outside of the committee. These WGs for task-specific projects will cease on completion of the task. Working Groups will be required to report to the relevant Standing Committee.

Duties and Responsibilities of the Standing Committees

Each Standing Committee has been set up for a particular purpose. Activities falling outside this will be undertaken by the relevant multidisciplinary committee. The specific duties and responsibilities of the Standing Committees are as follows:

Standing Committee for Archaeology (SCA)

- Oversee the management and implementation of the Archaeology Grants Programme.
- To organise, when appropriate, a biennial conference 'Revealing the Past' which showcases the work of selected grants recipients.
- Report on the activities of the standing committee to the Historical Studies Committee. One or more representatives, usually including the Chair, of the SCA shall attend, represent and report on the activities of the SCA at each of the meetings of the Historical Studies Committee.
- Seek approval, through the Historical Studies Committee, from the Academic Board on the activities of the standing committee. The Historical Studies Committee Chair will represent SCA proposals at Academic Board.

Standing Committee for International Affairs (SCIA)

- Organise, when appropriate, an annual conference on international affairs.
- Serve as the Editorial Board for the Irish Studies in International Affairs journal.
- Contribute to informed public debate on pertinent international issues.
- Report on the activities of the standing committee to the Social Sciences Committee. One or more representatives, usually including the Chair, of the SCIA shall attend, represent and report on the activities of the SCIA at each of the meetings of the Social Sciences Committee.
- Seek approval, through the Social Sciences Committee, from the Academic Board on the activities of the standing committee. The Social Sciences Committee Chair will represent SCIA proposals at Academic Board.