

RACI International Chemistry Quiz [ICQ] Committee

Terms of Reference

Overview and Scope

The International Chemistry Quiz Committee shall be responsible for growth, profitability and delivery of an international Chemistry Quiz for secondary school students.

Terms of Reference

Responsibilities of the ICQ Committee:

- Maintain or improve the integrity and reputation of the quiz and, by association, the RACI
- Ensure the relevance of the quiz to the school curriculum and STEM activities.
- Ensure relevance of the question papers to the age group yet cater for a range of abilities.
- Ensure the quiz questions and reports are a valued teaching aid
- Succession planning for paper writers
- Limit any financial risk to the RACI by running the event in surplus
- Search for alternative income streams for quiz related activities – sponsors, resource sales
- Grow the ICQ both locally and internationally
- Keep the quiz process aligned with current technology
- Utilise the resources and data base of the quiz to enhance the reputation of the RACI

Meeting Frequency

The ICQ committee will meet at least 3 times per year

- In February at the start of the competition's annual cycle
- In July post quiz date
- In October at the end of the annual cycle.

Membership

The ICQ Committee consist of

- Chair appointed by the board
- Past Chair
- CEO
- A Board representative
- A school science teacher
- A member of the Chemical Education division
- Additional members as required

The membership of the committee must be diverse in terms of gender and background with all committee members being RACI members suggested by the committee and approved by the Board.

Term length

The term of committee membership of the Board appointee must correspond to their term on the Board.

The term of committee membership is 4 years renewable for an additional 4 years

Monitoring and Review

The ICA Committee Terms of Reference will be subject to annual review.

Reporting

The Board representative on this committee will report at each face to face meeting of the Board. An annual report will be prepared for tabling at the Assembly meeting.

Document name	Terms of reference ICQ	Version; Date	1; 4 November 2020
Drafted by	CEO, Roger Stapleford	Approved by Board on	
Responsible person	CEO	Scheduled review date	November 2021