

* pending Appendices to be prepared under direction of the Chair of AwardsCom and submitted to the Board of Trustees for approval

Terms of Reference

AWARDS COMMITTEE [AwardsCom]

Committee Name

The committee shall be named the "Awards Committee" and abbreviated to "AwardsCom"

Type

AwardsCom shall be a Standing Committee by authority of the Board of Trustees under the provisions of RPS By Law 19.

Purpose

The general purpose of AwardsCom shall be to:

- (1) recommend to the Board of Trustees proposed recipients of The Society's Awards; those Awards being as detailed in Appendix 1 to these Terms of Reference;
- (2) advise the Board of Trustees on the creation of new Awards or the removal or amendment of the criteria for existing Awards;
- (3) undertake periodically a review of all the Society's Awards;
- (4) advise the Board of Trustees on the presentation and promotions of all Awards except as noted below:

Fenton Medal

Recommendation of the Fenton Medal recipients shall be the responsibility of The Society's members and shall be determined by the nomination and selection process described in Appendix 2 to these Terms of Reference. There shall be a maximum of four Fenton Medals awarded in any year.

Member's Award

The recipient of the Members' Award shall be chosen by the Board of Trustees by the process described in Appendix 3 to these Terms of Reference. There shall be only one Members' Award made in any year.

The Combined Royal Colleges Medal

Nominations are invited and citations are distributed to the internal Medical Awards Committee and the five external representatives from the five Royal Colleges. Membership of the Medical Awards Committee shall be as described in the Terms of Reference for the Medical Awards Committee. The Medical Awards Committee and the five representatives from the Royal Colleges, shall decide the nominees for the medal and agree the recipient by the nomination and selection process described in Appendix 4.

President & Council Commendation

This award, which was established under the Presidency of Walter Benzie HonFRPS, is a personal award from the President (prior to 2021 it was called "The President's Award") to a volunteer and is awarded following a nomination made to the Volunteer Manager. There is no limit to the number of such Commendations that may be made in any year.

Scope

AwardsCom shall undertake only those "Purposes" stated above unless further purposes are otherwise instructed, from time to time, in writing, by the Board of Trustees and only then for such time as may be prescribed by the Board of Trustees for those further purposes in that written instruction.

Authority

AwardsCom shall have authority delegated by the Board of Trustees to undertake those purposes detailed above. Under provision of By Law 19.2 AwardsCom may, with the approval of the Board of Trustees, create and administer one or more sub-committees, reporting directly to AwardsCom. Under provision of By Law 19.4, the Board of Trustees may dissolve a Committee at any time.

Membership

The members of AwardsCom shall be:

- (1) Chair of the Awards Committee appointed by the process and for the term described in the "RPS Regulations for the Appointment of Committee Chairs";
- (2) RPS President & Chair of Trustees;
- (3) RPS Chief Executive Officer;
- (4) RPS Director of Programmes;
- (5) Chair of RPS Science Committee;
- (6) Chair of RPS Education Committee;
- (7) Up to nine external members appointed by the process described in Appendix 5
- (8) RPS Awards Manager (in attendance without voting rights).

Persons serving on AwardsCom under (7) above, shall serve for a period of three years (or less if the invitation of the Awards Committee is withdrawn prior to completion of their three year term). Upon completion of their three year term on AwardsCom, any such person may be re-appointed to serve for a further three years if so invited by the Committee. There is no maximum number of years that a member may serve in this capacity save that they must be re-appointed triennially.

Meeting arrangements

AwardsCom shall meet twice per year, unless otherwise agreed by a simple majority of the members of AwardsCom and, in any event, a minimum of 14 days notice shall be required for the calling of a meeting of AwardsCom. Meetings of AwardsCom shall be conducted under whatever mechanism is deemed appropriate for the effective and efficient execution of its purposes.

Ratified by Board of Trustees, 22 Nov 2021*

The proceedings of all meetings shall be minuted using conventional committee procedure. The approved minutes of meetings shall be deposited with the Chief Executive Officer for filing.

Quorum

The quorum shall be any three members of the Committee or half of the members of the Committee (rounded up to a whole number), whichever is the greater.

Reporting

AwardsCom shall provide written reports to the Board of Trustees via the Chair of Trustees or, if the Chair of Trustees has a conflict of interest, then via the Deputy Chair of Trustees. In the event that both the Chair and Deputy Chair of Trustees have conflict of interest, then via the Chief Executive.

The Board of Trustees will expect to receive at least one report each year. All reports to be formally lodged with the records of Board of Trustee meetings.

Resources and budget

All AwardsCom members and advisers are volunteers and no fees shall be paid in any circumstance. AwardsCom shall conduct its business via online video conferencing. In the event that the members of AwardsCom decide that a face-to-face meeting would be beneficial, then normal RPS expense approval and reimbursement procedures will apply.

Deliverables

AwardsCom shall deliver to the Chair of Trustees, as soon as practically possible, a report on any matter that has been considered by AwardsCom detailing any opinion or recommendations that AwardsCom feels should be presented to the Board of Trustees or is requested by the Board of Trustees.

Review

These Terms of Reference shall become effective only upon approval of the Board of Trustees and they may be revised, amended or otherwise altered by the Board of Trustees. Any revision, amendment or alteration shall be notified in writing to the Chair of AwardsCom, or in absence of the Chair to the Deputy Chair, or in the absence of both Chair and Deputy Chair to another formal member of AwardsCom, at least 28 days prior to the date upon which such revision, amendment or other alteration shall take effect.

Upon periodic review of these Terms of Reference, AwardsCom may petition the Board of Trustees, in writing to the Chair of Trustees, for a revision, amendment or other alteration to these Terms of Reference. The Board of Trustees shall be obliged to consider such petition as soon as practicable but, in any event, not more than 56 days from receipt of such petition by the Chair of Trustees. After consideration of the petition, the Chair of Trustees shall notify AwardsCom of the decision and confirm the detail of any revision, amendment or other alteration to these Terms of Reference.

Governing Authority

In the event of any error, omission or ambiguity in these Terms of Reference, or in the event of any dispute over the interpretation of these Terms of Reference, the Board of Trustees shall have full and final authority.

Appendix 1 The Society's Awards (title, criteria, distinction)

Text here ...

Appendix 2 The Fenton Medal (title, criteria, distinction; nomination and selection process)

Text here ...

Appendix 3 The Members' Award (title, criteria, distinction; nomination and selection process)

Text here ...

Appendix 4 The Combined Royal Colleges Medal (title, criteria, distinction; nomination and selection process)

Text here ...

Appendix 5 Process for appointment of external members of the Awards Committee

Text here ...