

## Awards and Prizes Committee remit

Created January 2025

**One meeting per year**

### Composition

|                     |   |
|---------------------|---|
| Chair:              | The President   |
| Elected members:    | Up to 16 covering a range of membership categories.<br>Recruited via application and committee ballot   |
| Ex officio members: | Current and Past Events and Training Officer  |
| Co-opted members:   | The Chair may co-opt up to 3 additional members for a limited period and for specific projects only, subject to Council approval. The Chair may invite additional stakeholders if and when additional external expertise is required subject to Council approval. |
| Quorum:             | Chair plus 8 full members<br>2 staff members  |

### Duration of service

|                   |   |
|-------------------|---|
| Chair:            | 4 years   |
| Elected members:  | 2 years with the option to renew for a further 2 years  |
| Co-opted members: | For duration of specific project (see above)  |
| Career breaks:    | All members of the Committee will have the option to automatically extend their term to make up any time they have had away from the Committee due to a career break. |

### Reporting

The Awards and Prizes Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

### Remit

1. To review and score all award applications and select winning applicants within the budgets and guidance set by Council. A formal meeting is required for this.
2. To ensure that the application and selection process is fair, transparent, inclusive and based on merit.

3. To review the selection process and awards annually, so that it can be evaluated and iterated going forward to ensure continual improvements and inclusivity for all members. To report these findings to Council.
4. To assist with suggestions for optional benefits for Awardees and for networking opportunities at SfE BES and beyond.
5. To identify potential Society members to be put forward for nomination for UK Honours
6. To make proposals for other organisations' posts, prizes and awards where the Society holds membership, e.g. ESE and ISE. This can also cover suggestions for Editors in Chief for Journals owned by the Society of Endocrinology.

## **Secretariat**

Society Governance Officer

Chief Executive

Other Leadership/Management Tier members may be called upon as appropriate

## **Additional notes:**

- The Society is committed to equal opportunities and the promotion of diversity. The governance and business of this committee should follow the principles of the Society's Diversity policy.
- Committee members should make every effort to attend all meetings. Attendance records will be kept and reviewed annually. Any committee member who does not attend any meetings in a year will be asked to step down, other than in exceptional circumstances.
- Each new committee member will be issued with a job description and remit of the committee, together with the last three sets of meeting minutes.
- All committee members need to be paid up members/an Honorary or Senior Member of the Society.
- All papers and minutes must be treated in strictest confidence.
- All committee members must act in the best interest of the Society. Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion.
- Expenses cannot normally be claimed if a committee meeting is held adjacent to, during or on the same day as an SfE event.
- Ex officio members on this committee have full voting rights. Co-opted members shall not be entitled to vote.
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by Council.
- Wherever possible, retiring committee members should not stand for immediate re-election.
- Committee membership should represent key areas of interest and geographical spread; the application form encourages members in under-represented areas to apply.
- Vacancies are publicised to all Society members. If the number of applications exceeds the number of vacancies, a ballot is held within the committee.

- Committees should ensure they are meeting their remits and are monitoring effectiveness.
- Committees should define the skills they require from Committee members and strive for increased diversity to maximise effectiveness.
- Positive action should be used to recruit underrepresented groups into shortlists (e.g. geography, member type, type of institution, particular skills).
- The Committee may convene time-bound sub-groups (known as 'working groups') to further investigate areas within the Committee's remit. Any such group will have separate, specific remits and will report directly to the Committee. Working groups are composed of members of the parent committee.