



Fellowship and Awards Committee Member Responsibilities and person specification

Terms of Reference

The Fellowship and Awards Committee meets once a year to:

- Consider all applications and nominations for the President's Medal, Volunteer Award, Fellowship, Honorary Fellowship, Honorary Membership and Membership by Distinction
- Recommend to the Board of Trustees whom it should award the President's Medal, the Volunteer Award and the Academic Achievement Awards.
- Recommend to the Board of Trustees whom it should admit to FPM as a Fellow, Honorary Fellow, Honorary Member or Member by Distinction.
- Consider the nominations for any other awards FPM may make as agreed by the Board of Trustees.

The committee membership includes:

- The Officers of the Board of Trustees
- The Chairs of the Education and Standards Committee, Ethics and Practice Committee, Policy and Communications Group and the Board of Examiners
- The Parent College representatives
- Four **Fellows** of FPM (excluding Honorary Fellows)

General responsibilities

- Review and assess the submitted applications and nominations prior to the committee meeting each April
- Attend one committee meeting a year in May, either in person or online
- Actively contribute to the work of the Committee as described in the terms of reference above
- Participate promptly in communications by email / telephone in between meetings as required
- Act in compliance with the FPM's Governing Documents and Policies including its EDI policy and Values
- Bring impartiality and objectivity to meetings and decision-making

Appointment

The method of appointment of members will be open advertisement from the membership (Fellows only) of the Faculty of Pharmaceutical Medicine. A person specification is provided below. Shortlisted applicants will normally be appointed through an initial paper-based sift, followed by a face-to-face interview if necessary.

Person specification

	Essential	Desirable
Professional	<ul style="list-style-type: none">• Current Fellow of the Faculty of Pharmaceutical Medicine in good standing• In good standing with the relevant medical registration body (e.g. GMC)	<ul style="list-style-type: none">• Evidence of achievement and contributions to the specialty of Pharmaceutical Medicine• Currently undergoing revalidation
Attitudes	<ul style="list-style-type: none">• Ability to work effectively within a team• Evidence of commitment to the specialty of Pharmaceutical Medicine• Evidence of the use of initiative• Willingness to devote the necessary time and effort to fulfil the requirements of the role	<ul style="list-style-type: none">• Successful membership or chairing of a committee demonstrating a positive contribution

Tenure

Appointed members normally serve for a period of 3 years. This can be extended to a maximum of 6 years if re-appointed. Members may be asked to step down from the group if they are not able to attend meetings or contribute to the work of the group satisfactorily.

Confidentiality

Information relating to group business must be kept confidential unless otherwise agreed by FPM.

Expenses

FPM will reimburse travel and sustenance costs arising from reasonable attendance at FPM meetings and events under the terms of the FPM's Expense Claim Policy.