Faculty of
Pharmaceutical Medicine
of the Royal Colleges of Physicians of the United Kingdom

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Fellowship & Awards Committee Terms of Reference

Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for doctors who work on all aspects of medicines research and development. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

Purpose

The Fellowship and Awards Committee considers all applications and nominations for Honorary Fellowship, Honorary Membership, Fellowship, Membership by Distinction, and all other awards of FPM.

Principal responsibilities and outputs

The principal responsibilities of the Committee are to:

- Consider nominations for, and inform the Board who is admitted to Fellowship, Honorary Fellowship, Honorary Membership and Membership by Distinction
- Consider nominations for, and inform to the Board who is awarded the President's Medal, the Volunteer Award
- Confirm the Academic Achievement Awards
- When required, make proposals to the Board regarding the rules governing Fellowship, including Honorary Fellowship, and the Honorary and Distinction routes to Membership
- Uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learning, and abide by the Code of Conduct

The Committee's decisions on nominations are presented to the Board of Trustees for its information.

Membership of the Committee

Membership of the Committee will include one representative of the Royal Colleges of Physicians of UK, the Board of Trustees, the Chairs of the Education and Standards Committee, Policy and Communications Group and the Board of Examiners, and four Fellows* of FPM appointed by the Board of Trustees. The Committee Chair will be the President of FPM, or, in their absence, the Vice-President.

**Honorary Fellows are not eligible unless they have previously been a Fellow of FPM in a non-Honorary capacity*

The four Fellow members of the Fellowship and Awards Committee will be appointed in accordance with the procedures for committee appointments.

A Lay Trustee will be invited to attend the meetings of the Committee to offer advice about its process and procedures.

Meetings of the Committee will be quorate if 50% of members are in attendance.

Meeting frequency and location

The Committee meets three times per year, with a kick-off meeting in early March, a main decision-making meeting in May, and a debrief meeting to share lessons learned around September.

Meetings are offered hybrid style (in-person and online). Committee members and FPM staff will also provide additional input on specific matters between meetings as required.

Reporting and authority

The Fellowship & Awards Committee will report to the Board of Trustees.

February 2026