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

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Role Description

Member of the Fellowship and Awards Committee

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.

The Committee

The Fellowship and Awards Committee meets up to three times a year with the main meeting taking place in late May to consider all applications and nominations for Honorary Fellowship, Honorary Membership, Fellowship, Membership by Distinction, and all other awards of FPM as agreed by the Board of Trustees. The Committee draws on representatives from around FPM, including from 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 as well as one representative of the Royal Colleges of Physicians of UK.

The Committee's principal responsibilities 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 by Distinction routes to Membership
- Uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learning, and abide by the Code of Conduct
- Inform the Board of Trustees of decisions on nominations and bring to the Board's attention matters requiring the Board's approval

The role

Committee members are expected to contribute to the work of the committee.

Key responsibilities include:

- To review and assess the submitted applications and nominations prior to the meeting.
- To attend the main Committee meeting in May, either in person or online.
- To actively contribute to the work of the Committee in the areas described above.
- To actively contribute to the work of the Committee as described in the terms of reference.

- To contribute to discussions between formal meetings of the Committee (including online, by email, phone etc), as required.
- To bring impartiality and objectivity to meetings and decision-making.
- To undertake other activities on behalf of the Committee and FPM as agreed with the Chair.

Other responsibilities

All Committee Members are expected to:

- Act in compliance with FPM's **Governing Documents and Procedures**.
- Act in compliance with FPM's Policies, including its **Equal Opportunities Policy**.
- Personally uphold and act in compliance with **FPM's Values**.
- Read and adhere to the FPM **Code of Conduct**.

Time commitment

There are typically three meetings in the year, specifically a briefing meeting when applications are shared with committee members and judging criteria are set out, a main Committee meeting in May where all decisions are finalised, and a debrief in the Autumn to share lessons learned. Meetings are offered hybrid style.

The main time commitment of Committee members is the review and evaluation of applications and nominations for FPM Fellowship and Awards. This takes place in the period between nominations closing and the main Committee meeting in May.

Committee members may be asked to demit if they are not able to attend meetings or contribute satisfactorily to the Committee's work. Committee members normally serve for a period of three years. This can be extended to a maximum of six years if re-appointed.

Person Specification

Member of the Fellowship and Awards Committee

Professional

Essential:

- A current Fellow of FPM in good standing.
- Can demonstrate achievement in and strong commitment to the specialty of pharmaceutical medicine.

Personal

Essential:

- Strong intellectual and analytical skills, independent judgement and the ability to offer constructive challenge.
- Strong interpersonal skills and the ability to work constructively with a mixed team of Committee members, FPM staff and others.
- Willing to devote the necessary time and effort to fulfil the requirements of the role.
- Committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and Learning.

Desirable:

- Successful membership or chairing of a committee demonstrating positive contribution.
- Evidence of achievement in an activity or activities relevant to the work of a Committee.

February 2026