

# Karen Burt Award Panel Terms of Reference

## Delegated Authority

WES	The Women's Engineering Society
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## Purpose

To review eligible chartered engineer applicants against Karen Burt Award criteria in order to select a nominee for the IChemE entry to the annual Karen Burt Award which is run by The Women's Engineering Society (WES).

## Duties

The following:

- maintaining a scoring system against the Karen Burt Award criteria
- reviewing eligible chartered engineers against the scoring system
- selecting the final IChemE nominee
- supporting the nominee in completing the application paperwork.

## Membership

The Panel shall comprise of a minimum of four members:

- a chair, who shall also be a member of the Registration Subcommittee
- a Vice Chair with knowledge of the nomination process
- the previous two IChemE Karen Burt Award nominees
- at least one further member who shall be a chartered member of IChemE

The initial period of appointment shall be for 3 years, renewable for one further term of 3 years subject to agreement between the Chair, Vice Chair, and the panel members. The previous nominees shall serve a two-year term and can be invited to serve as an ordinary member after this.

The Secretariat shall comprise of Membership Manager or their delegate

## Meetings

No face-to-face meetings are envisaged. Collaboration work is carried out on an online or other basis.

## Code of Conduct

All those who volunteer to lead, support or take part in IChemE activity agree to conduct themselves with integrity and respect in accordance with relevant IChemE policies [Code of Professional Conduct](#)